

1-219: 1FB & *Quadrants and Clinical Relationships*

1 School of Nursing

1F *Quadrants and Clinical Relationships*

B *Specific Relationships Represented by Text*

C. *Wellness College*

LEGISLATION
OF
Wellesley College



September, 1939

ADMINISTRATION

N. B.—Articles I, II and III are not legislation of the Academic Council, but are taken from the By-Laws of the Trustees and inserted here for convenience.

Article I.—President

The President of the College, the chief executive officer, shall be chosen by the Trustees and hold office without limitation of time. It shall be the duty of the President to preside at the meetings of the Academic Council and of the Faculty; to act as the medium of communication between the Trustees and the Council and Faculty and all other persons in the service of the College; to notify all persons appointed or reappointed by the Trustees or Executive Committee; to keep acquainted with all the affairs and interests of the College, and to exercise such superintendence over all its departments as its prosperity may demand. The President may appoint (or remove) those agents needed for the internal administration of the College who are not officers of instruction or government, and may determine their duties and salaries, except as otherwise provided. The President shall be ex officio a member of the Board of Trustees and of its standing committees, and shall annually present to the Board a report upon the condition of the College, with an account of the work of the year, and any recommendations which may seem to be expedient.—*By-Laws, Article III, Sect. 1.*

Article II.—Deans of the College

There shall be a Dean of Instruction, a Dean of Students, and a Dean of Residence and such other administrative officers as the Trustees shall appoint. Their duties shall be defined by the President, in consultation with the Trustees.—*By-Laws, Article III, Sect. 2.*

Article III.—Academic Council

The Academic Council shall consist of the President, the deans, professors, associate and assistant professors except in their first year of faculty membership and such other officers of instruction and administration as may be given this responsibility by vote of the Trustees. The Council shall determine the academic policy of the College, and, in co-operation with the Executive Committee, shall fix the requirements for admission and for degrees, and approve the courses of instruction offered by the various departments. They shall have charge of the discipline of the College, and shall determine the policy of the College in questions relating to the social and religious life. They shall make rules for their own government, and shall hold eight or more meetings during the academic year and whenever called together by

the President, or at the request of any three members. One third of their number shall constitute a quorum at any meeting except at that for final action in recommending candidates for degrees. At such a meeting two thirds of the members shall be necessary for transacting business. *By-Laws, Article III, Sect. 3.*

Article IV.—Committees and Officers

Section 1. General Committee Regulations

a. The President shall be ex officio a member of all standing committees.

b. In general, no member shall serve as chairman of the same committee for more than two years. This ruling shall not apply to the Library Committee, the Committee on Graduate Instruction, the Board of Admission, or such committees as have a chairman ex officio.

c. In general, at least one year must elapse before a retiring member of the committee is eligible for re-election.

d. Members of standing committees, elected in the spring, shall enter upon their duties at the beginning of the next academic year.

e. Vacancies on standing committees caused by absence of members after the end of an academic year may be filled for one year by the committees concerned, and the names of members chosen by the committee shall be reported to the Council.

f. For committee membership the groups, as arranged to meet the specifications of the present curriculum (see page 12) are as follows:

Group I. Art, English, French, German, Greek, Italian, Latin, Music, Spanish, Speech.

Group II. Biblical History, Economics and Sociology, Education, Group Leadership, History and Political Science, Philosophy and Psychology.

Group III. Astronomy, Botany, Chemistry, Geology and Geography, Hygiene and Physical Education, Mathematics, Physics, Zoology.

g. All standing committees shall report to the Academic Council at least once a year, usually early in the academic year.

Section 2. a. The Administrative Board shall consist of the Dean of Students (chairman), the College Recorder (secretary), the Class Deans, the Dean of Residence and one of the college physicians, ex officiis, and of six members of the Academic Council, two elected annually for a term of three years, representing the three groups of departments mentioned in Section 1.

b. This board shall act on such individual requests or classes of requests as may be referred to it by the Council, and shall act with power and report to the Council all cases involving exceptions to the requirements for a degree or exceptions to legislation.

c. Decisions in the cases of requests for change of elective and for hours below the minimum or above the maximum shall be vested in the Class Deans with the provision that all doubtful cases be referred to this committee.

d. All requests of individual students which require action by the Council shall be presented to the Administrative Board.

e. (1) All cases of late registration shall be referred to the Administrative Board.

(2) All cases of absence from the last appointment in a course for the two calendar days before a college recess or from the first appointment in a course for the two calendar days after a recess shall be reported to the Administrative Board for action. This legislation refers to the following: Thanksgiving Day, Christmas vacation, spring vacation, and the beginning of the second semester.

In the case of the single holiday the rule shall apply only to the day directly preceding and to the day immediately following the holiday.

f. All constitutions of classes, societies and other organizations shall be referred to the Administrative Board, to act with power.

g. This board shall deal with the dates of vacations and with the dates of the examination schedule.

Section 3. The Board of Admission shall consist of the Dean of Freshmen (chairman), the Dean of Students and the Secretary of the Board of Admission, ex officio, and four members elected by the Academic Council from the members of the departments having entrance requirements, one being elected annually for a term of four years.

This Board shall have charge of all matters connected with the admission of undergraduates, and shall act with power.

Section 4. The Alumnae Council shall include nine members of the Academic Council, elected by the Academic Council, three annually for a term of three years. Of these not more than three shall be alumnae of the College.

Section 5. The Committee on the General Secretary of the Christian Association shall consist of three members of the Council, one elected in each alternate year, to serve six years. No one shall be eligible to this committee who is not a member of the Christian Association.

It shall have the power to appoint the General Secretary, and to act as intermediary in any transactions between the Christian Association and the Academic Council.

Section 6. a. The Committee on College Problems shall consist of six members of the Academic Council, two elected annually for a term of three years. They shall represent the groups of departments given in Section 1, no group having more than two representatives at any given time. The chairman shall be chosen by the committee from its own membership.

b. The committee shall consider questions involving the welfare of the College as a whole. Its functions shall include consultation with other members of the College, the calling of larger or smaller meetings of the faculty or staff for the consideration of such questions, the preparation of legislation for the deliberation of the Academic Council, and the taking of such other action as may promote the object of the committee. It shall meet at least once a term and at such other times as requested by a member of the committee or other member of the College.

Section 7. In the Conference of the Five Colleges the College shall be represented by the President of the College, ex officio and two other

members, one of whom shall be appointed by the President, at will; the other shall be chosen by the faculty of the College to serve for a term of two years, and shall be of any professorial rank.

Section 8. a. The Committee on Curriculum and Instruction shall consist of the Dean of Instruction (chairman) ex officio, and six members of the Academic Council, two elected annually for a term of three years. They shall represent the groups of departments given in Section 1, no group having more than two representatives at any given time.

b. The duties of this committee shall be

(1) to consider all the courses proposed for the ensuing year, including new courses and modifications of existing courses, and report thereon to the Academic Council;

(2) to take charge of the pamphlet containing the announcement of courses of instruction, issued in the spring of each year, and the circular of courses for incoming freshmen;

(3) to accept students applying for honors in a special field and to review and approve the proposed program of each candidate.

c. This committee shall have power to appoint subcommittees to consider questions arising in connection with the curriculum, and to include in these subcommittees members chosen from the Council at large.

Section 9. The Committee on Discipline shall consist of the President (chairman), the Dean of Students, the Dean of Residence and one member of the Council elected by the Council for a term of four years, and the committee shall have power to add to its number in each individual case a second member from the Council.

The committee shall act with power on all cases of discipline.

Section 10. The Committee on Graduate Instruction shall consist of the Dean of Graduate Students (chairman), the Dean of Instruction, and the Director of the Department of Hygiene and Physical Education, ex officio, and six members of the Academic Council, one elected annually for a term of six years. Each of the groups given in Section 1 shall be represented by two members.

Section 11. The Committee on the Language Reading Requirement shall consist of a chairman elected by the Academic Council for a term of three years, and one member from each language department elected by their respective departments, two members each year for a term of three years.

Section 12. The Lecture Committee shall consist of the Dean of Residence, one faculty member of the Social Schedule Committee (to be elected by that committee), and a Calendar Officer, ex officio, and four members of the Academic Council. The four members of the Academic Council shall be a chairman chosen at large and one representative from each of the groups mentioned in Section 1 for a term of three years, the chairman and one other member retiring each third year and one member retiring in each of the other years. The Calendar Officer, appointed by the President, shall act with power within the limits

prescribed by this committee, by the Social Schedule Committee and by the Calendar Committee, and also in emergencies.*

Section 13. The Library Council shall consist of five members of the Academic Council, one of whom shall be elected annually for a term of five years (By-Laws, Article III, Section 5). They shall represent the groups of departments given in Section 1, no group having more than two representatives at any given time.

Section 14. The Nominating Committee shall consist of five members elected by the Academic Council, each member to serve for a term of five years, one member retiring every year.

The duty of this committee shall be to nominate candidates to fill vacancies on the standing committees, caused by the expiration of terms, or by resignation or absence on leave of members. The Nominating Committee shall obtain information concerning the history of the representation of departments on standing committees, shall consult the chairmen of these committees, and bring in its report in April. Any member of the Council may present in writing additional nominations to the Chairman of the Nominating Committee before the next meeting. These nominations shall be added to the report of the Nominating Committee and presented to the Academic Council at the next meeting, at which meeting a vote shall be taken unless the Academic Council votes to postpone.

Section 15. The Committee on Reappointments, Promotions and Dismissals shall consist of the President and Dean of Instruction, ex officio, and five members of the teaching staff, both professors and associate professors who have served the College for at least five years being eligible to membership. The members of the committee shall serve for five year terms, one member being elected annually in the spring.

It shall be the duty of the committee:

- (1) To consider recommendations from departments and from sources other than departments;
- (2) To take the initiative in regard to reappointments and promotions;
- (3) To make recommendations to the President with respect to reappointments, promotions, and dismissals.

Section 16. The Committee on Scholarships shall consist of the Dean of Students (chairman), the Class Deans, the Dean of Residence, and the College Recorder, ex officio, and four members of the Academic Council, one elected annually for a term of four years. It shall act with power.

Section 17. The Senate of the Wellesley College Government Association shall include five members of the Academic Council, the President of the College or her deputy, and four other members of the faculty and administration elected by the Council, one member elected annually for a term of four years and, as a non-voting member, the Dean of Residence. (See Constitution of the Wellesley College Government Association.)

*The plan adopted by the Academic Council for the institution of a calendar officer and embodying suggested functions of the lecture and calendar committees was voted for an experimental period of two years beginning in September, 1939.

It shall be the duty of the faculty members of the Senate to report to the Academic Council any legislation which is pending.

Section 18. The Committee on Standardization of Marks shall consist of the College Recorder, ex officio, and three members of the Council, one elected in each alternate year to serve six years. The chairman shall be chosen by the committee from its own membership. A report from this committee shall be presented to the Council every five years.

Section 19. The Committee on Student Records shall consist of the Dean of Students (chairman), the College Recorder (secretary), the Class Deans, and the Director of the Personnel Bureau, ex officio, and five members of the Academic Council, one member to be elected annually for a term of five years.

This committee shall classify all students not of diploma-grade standing, set the terms of their continuance in college, and terms for the readmission of students dropped from college.

It shall act with power in the award of freshman honors and of the Durant and Wellesley College scholarships to those students who have attained the standards required. It shall report doubtful cases to the Academic Council with specified recommendations.

Section 20. The Superior Court of the Wellesley College Government Association shall include four members of the Academic Council, the President of the College or her deputy, and three other members of the faculty and administration, elected by the Council, one elected annually for a term of three years. (See Constitution of the Wellesley College Government Association.)

Section 21. A Schedule Officer shall be appointed by the President, who shall have charge of all matters connected with the arrangement of the schedule of recitations, assignment of recitation rooms, and adjustment of individual schedules.

Section 22. a. The Catalogue shall be prepared by the President or by some one whom she shall appoint.

b. The statement of courses in the Catalogue shall be accompanied by the name of the instructor who will give the course, and by a statement indicating which students may elect the course, and the number of recitations and of laboratory appointments per week.

c. The numbering of courses shall be permanent. New courses shall be given new numbers, but when a course has not been given within five years its number may be used for a new course.

d. The order in which courses are arranged in the Catalogue shall be at the discretion of the departments concerned.

e. Arabic numerals only shall be used to designate courses in the Catalogue.

f. Any department is at liberty to omit from the Catalogue the description of a course withdrawn in the fall.

g. New graduate courses may be offered in the fall and included in the Catalogue subject to the approval of the President, the Dean of Instruction and the Dean of Graduate Students.

Article V.—Plan of Department Organization

Adopted by the Academic Council in 1922-23 and approved by the Trustees, October, 1923.

I. The Department Committee:

(1) In each department a department committee shall be organized comprising all members of Council rank, carrying the major portion of their work in that department, and, by vote of the Council members and with the approval of the President, instructors not of Council rank.

The qualifying clause "carrying the major portion of their work in that department" shall not apply to departments composed wholly of members whose major work is in other departments.

(2) The policy and aim of the department in all important matters, except those mentioned in II, shall be determined by a majority vote of this department committee. Questions settled by this committee should be:

(A) Academic questions,—as,

- (a) The determination of requirements either for entrance or graduation (so far as these are left to the departments to determine).
- (b) Decisions with regard to work for the master's degree.
- (c) The proposal of new courses with determination of their prerequisites.
- (d) The determination of the general relation of all courses in the department to one another.
- (e) The assignment of courses to instructors.

(B) Administrative questions,—as,

- (a) The use of department appropriations and gifts.
- (b) The use of library funds.
- (c) The selection of department lecturers.

It should be left to each department committee to determine the number and character of its meetings, its rules of procedure, its appointment of minor officers, and its distribution of routine duties.

(3) In meetings where these and like questions are discussed all members of the teaching staff of the department shall, in general, be present and take part in the discussions in order that policies may be fully understood and that opportunity may be given for questions, suggestions, and protests from the non-voting members of the department.

II. Promotions, Appointments and Dismissals:

(1) In the case of certain most important questions, voting power in the committee shall be restricted to the chairman, full professors, and those associate professors who have served at least three years on the Council, and, in exceptional cases, by vote of the other members of the small committee and with the approval of the President, associate professors who have not served three years on the Council.

- (a) Nominations of new assistants, instructors, assistant professors, and associate professors.

(b) Recommendations for promotion of any in the department to higher rank, up to and including that of associate professor.

(c) Recommendations for reappointment and for dismissal.

(2) A majority vote of this smaller body shall be required for any of these recommendations to the President and Trustees.

(3) Nomination to a full professorship shall come only from those in a department who hold already the rank of full professor.

(4) In any department in which the committee responsible for recommending reappointments, promotions, and dismissals, consists of only one person, it will be the policy of the Council Committee on Reappointments, Promotions, and Dismissals to select, from the group to which the department belongs, one or more persons to act with the small committee of the department in making such recommendations. The President or the Dean of Instruction also will act with the committee.

III. The Position of Chairman:

In a department organized as described and entrusted with such responsibilities, the duties of the chairman shall be to preside and guide discussion and to execute the will of the majority, and shall include

(a) Representation of the department on public occasions and before the Trustees, the President, and the students.

(b) The guidance and criticism of young and inexperienced instructors.

(c) Decisions in cases of emergency, e.g., in the summer when the department is scattered.

In view of the character of some of these functions it is believed to be wise to have the office one of dignity and relative permanency, and by vote of the Council it was decided that

The chairman be elected by the large department committee from the group of professors, associate professors, and assistant professors of the department for a term of three years and that the chairman be re-eligible with the understanding that failure to re-elect will not be considered to be a breach of custom.

IV. Appeals:

Appeal from decisions of the department committees may be made to the President of the College by any member of the department. Such appeal shall be stated in writing by the appellant. The decision in question shall also be stated in writing by the department committee. Both the appellant and the chairman of the department shall be given opportunity for explanation and defense of their respective points of view. The President, after consideration of the whole question, shall return it to the department committee for reconsideration and final decision.

Article VI.—Academic Year

Section 1. Commencement shall take place on the third Monday in June. The academic year shall consist of thirty-four weeks exclusive of the Christmas and spring vacations and of the week reserved for entrance examinations; and shall begin on the fourth Monday in September.

Section 2. Examinations for admission in September shall begin on the Monday preceding the opening of college.

Section 3. All examinations for making up conditions in college subjects shall begin not earlier than Tuesday and shall end not later than Friday, before the date at which upper class students are required to report for work.

Section 4. The vacations during the college year shall be twenty days at Christmas, Thanksgiving Day, eleven days in the spring and Memorial Day.

Section 5. At the beginning of the year registration of students shall close on the Friday preceding the Monday on which college opens.

Section 6. a. A registration fee of one dollar shall be paid by any undergraduate who arrives after the regularly appointed time of registration.

b. An undergraduate who registers late at the beginning of a term, or absents herself from college so as to interfere with academic appointments for two calendar days before the close or at the beginning of a term, or at the beginning of the second semester, or for one calendar day before or after Thanksgiving, shall send a letter of explanation to the Dean of Residence.

c. If a student's explanation of absence or late registration is deemed inadequate by the Administrative Board, the student shall be excluded from examination (or, if she has no examinations, from the exercise in lieu thereof) in a full course at the next following examination period, and this absence from examination shall be treated as a "default"; provided, however, that the Administrative Board may, at its discretion, substitute for this penalty exclusion from examination in a partial course, or may remit the penalty attaching to a "default," or may, instead of excluding the student from examination, place her under special restrictions in regard to her academic work, i. e., daily registration of attendance upon academic appointments for a specified period of time.

d. In general, application for permission to be absent before and after a single holiday, and at the beginning and end of terms, will not be considered by the Administrative Board in advance, unless the established penalty might debar the applicant from taking her degree at the regular time.

e. At the beginning of a recess a student may leave college after her last class, even though this may be before the stated time for the close of the term.

f. No student shall be permitted to exchange divisions at the close of a term in order to leave college earlier.

g. Academic appointments occurring at times at which students may not absent themselves from college shall not be omitted without the consent of the Chairman of the Department and the Dean of Instruction. Such consent should not be asked if it implies interference with academic work for the convenience of the student.

h. A non-resident student may obtain permission to delay registration at the opening of the winter and spring terms until her first class, by applying to the Information Bureau before the close of the

preceding term. Non-resident students who do not make this application are responsible for registration at the usual time.

Article VII.—Requirements for Admission

Section 1. For admission to the freshman class a candidate must present fifteen units of secondary school work chosen in general according to the following plan:

English	3 units
Foreign Language	5 units
Latin or Greek	3 units
A modern language:	
French; German; Italian; Spanish	2 units
History	1 unit
Mathematics	3 units
Algebra	2 units
Plane Geometry	1 unit
Science	1 unit
Electives	2 units

Exceptions to this plan of entrance units in the foreign language, mathematics and science groups are allowed to students who meet the conditions stated in paragraph (1) or paragraph (2) below. Other exceptions are granted only by special permission from the Board of Admission.

(1) Students from schools emphasizing sequences of work in the natural sciences and mathematics or whose individual interests and abilities are centered in these fields may substitute for the language requirement indicated above a choice of any five units from the following groups: French 2 or 3 units; German 2 or 3 units; Latin 2 units.

(2) Students definitely interested in the fields of language, literature, the arts, or social science who wish to increase their offering in these fields more than the free electives permit, may offer in mathematics two units only, provided the course includes both algebra and plane geometry; or they may offer three units of mathematics and omit the unit of science. Students interested in economics, mathematics, or science should offer at least three units of mathematics for admission.

In the elective group of units the College will be glad to accept additional units in any of the subjects listed in the normal program, or one or two units of art or music, a unit of Biblical History, or one or two units in the social sciences besides history. Students interested primarily in languages, literature, and the arts are advised to offer for admission four units of Latin and two units of history, of which one unit should be European.

a. All applicants for admission to the freshman class are required to take the Scholastic Aptitude Test of the College Entrance Examination Board.

b. The methods of admission which candidates may use are as follows:

(1) Plan A. Examinations of the College Entrance Examination Board or of the Regents Board of New York State in all subjects, to be considered with the school record and Scholastic Aptitude Test.

The Trustees of Wellesley College
have established these minimum salaries
for the several ranks.

Instructor	\$1800
Assistant Professor	2500
Associate Professor	3000
Professor	4000

If, at any time, the Trustees find
it necessary to change these minimum
salaries, the Academic Council will be
informed.

October, 1942

Ent. Ry.

APPENDIX

FACULTY

APPOINTMENT AND TENURE POLICY

Adopted by the Academic Council in April, 1942, and approved by the Board of Trustees

I. Appointments, Promotions, and Salaries:

1. Appointments to the different ranks.

- a. *Assistants.* Appointments of assistants shall be made ordinarily for one year.
- b. *Instructors.* It is considered in general desirable that those appointed as instructors should have had previous teaching experience and hold the Ph.D. degree. It is, however, recognized that any department may sometimes find it expedient to appoint an instructor without one or the other of these qualifications; and that some departments may reasonably consider a substitute for the Ph.D. degree to be in particular circumstances as valuable as this degree, or even more valuable. (Examples of such equivalents are special degrees in theology or the fine arts, foreign degrees, and special technical training.)

Appointments and reappointments of instructors shall be made ordinarily for one year. Instructors shall be notified in writing, not later than January 15, if they are not to be reappointed.

By December 1 of an instructor's third academic year of service, the vote of the department "small committee" for the reappointment, promotion or dismissal of that instructor shall be reported to the Committee on Reappointments, Promotions and Dismissals. Upon consideration of this report by that Committee, the instructor shall be notified in writing by the President, not later than the following January 15, of the action taken by the department and by the Committee in question. A copy of this letter shall be given to the department.

- c. *Assistant Professors.* Appointments and reappointments of assistant professors shall be made ordinarily for three years. An initial appointment to the staff as assistant professor may, however, be made for a term of one or two years. Assistant professors shall be notified in writing, not later than January 15 of the academic year in which their appointments expire, if they are not to be reappointed.

By December 1 ~~before the second and the third reappointment~~ ^{of the third year of service} of an assistant professor would be announced, if made, the recommendation of the department "small committee" shall be reported to the Committee on Reappointments, Promotions and

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Dismissals, and the same procedure as that for the instructor shall be followed.

- d. *Associate Professors.* Appointments and reappointments of associate professors shall be made for three years. Associate professors shall be notified in writing, not later than December 1 of the academic year in which their appointments expire, if they are not to be reappointed, and, whenever possible, such notification shall be given at the close of the year before that in which the appointment expires.
 - e. *Professors.* Appointments and reappointments of professors shall be made for five years.
 - f. *Lecturers.* Lecturers are members of the faculty above the rank of instructor, who are on temporary or part-time appointment. Lecturers on annual appointment, if they are not to be reappointed, shall, after such procedure as in the cases above, be notified in writing by the President not later than January 15.
 - g. In view of the early notice of a proposed termination of any appointment which the College agrees to give, the teacher who proposes to withdraw is expected to give notice in ample time.
2. *Promotions.* Promotion from one rank to another is not based on length of service alone. Recommendation for promotion should always be based upon evidence that the candidate is an able teacher and possesses intellectual enthusiasm and power. In judging qualifications of candidates reference will naturally be made to research, publications, advanced degrees, and such service and distinction as is generally recognized by those outside this college who are working in the same field. Work in progress as well as work completed may be considered. In weighing a candidate's achievement over a term of years, reference may, in exceptional circumstances, be made to service rendered within the college community by any individual who has been called upon to devote a considerable proportion of time to administrative work.

It is the policy of the College to expect recommendations of any candidate for the rank of professor to be supported by unusually strong evidence of teaching power and intellectual distinction.

Considering the variety of training offered by Wellesley College, the teaching staff will naturally include individuals whose energies and talents are most usefully employed in activities which do not result in those qualifications required of an associate professor or of a professor. Accordingly, for individuals whose contributions are thus specialized, the College recognizes both the assistant and the associate professorships as dignified and appropriate terminal ranks.

It is the general policy of the College not to retain in the rank of instructor persons who have served the College in that rank for five years, since it is considered for the best interests of both the College and the persons concerned to regard instructorships as training for further or different work at Wellesley College or elsewhere. It is, however,

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recognized that, in exceptional circumstances, departments may wish to reappoint as instructor an individual who has already served five years in this rank. When such a reappointment takes place, the individual should be given a clear understanding in writing of the probable future action of the department in respect to reappointment and promotion. The same procedure shall be followed as that which is involved in the instructor's third academic year of service.

3. Salaries. The minimum salary for each rank shall be printed in the pamphlet containing the Legislation of Wellesley College. It is recognized that there should be enough flexibility in the application of the salary scale to allow for special adjustments, particularly when a valuable contribution is made by an individual not meeting the usual requirements for promotion.

Increases of salaries for all ranks below that of associate professor shall be recommended by the "small committee" of a department. Salary increases for associate professors shall be recommended by the chairman of a department, in consultation with the members of full professorial rank. Recommendations for salary increase for professors may be initiated by the chairman of the department or by the President.

II. Tenure and Service:

1. Definitions. "Tenure" is interpreted to mean "reasonable expectation of permanency"; that is, service may be terminated only for a cause which an impartial committee shall deem to be legitimate.
"Service" is interpreted to mean service in full-time appointments.

2. Acquisition of Tenure. Reappointment as professor or associate professor, after at least three years of service in either rank, or reappointment to any professorial rank after at least six years of service as assistant professor shall be construed as establishing tenure.

(NOTE: In rare cases a reappointment which according to the foregoing statement would give tenure may be made with the understanding that tenure is not guaranteed, if this understanding is agreed to in writing by both the College and the individual concerned.)

3. Termination of Appointment after Tenure is Achieved. The expectation of permanency shall not be disappointed except as follows:
 - a. Legitimate causes for failure to reappoint after tenure has been acquired include proved moral delinquency; failure to maintain high standards in teaching; mental disability; such physical disability as impairs teaching power; serious failure to coöperate with the department or the College. Whatever the cause, it shall have become apparent or have increased in gravity since the latest reappointment.
 - b. It is recognized that in case of serious mental or physical incapacity, or grave moral delinquency, the College has the right to dismiss at any time.

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- c. Termination of permanent or long-term appointments because of financial exigencies, or curricular changes, should be sought only as a last resort, after every effort has been made to meet the need in other ways and to find for the teacher other employment in the institution. Situations which make drastic retrenchment of this sort necessary should preclude expansions of the staff at other points at the same time, except in extraordinary circumstances.
- d. As soon as possible, notification in writing of a recommendation for dismissal or for termination of appointment in such cases as those described under a, b, and c shall be given by the President to the individual concerned, together with a statement of the reasons for terminating the appointment. A copy of the notification shall be given to the department chairman.

The individual shall have the right to state his case before the department committee and before the Committee on Reappointments, Promotions and Dismissals.

If the judgment of these committees is adverse, the individual shall have the right to appeal to a special committee, to be composed of five members, agreed on by the President of the College, the department "small committee" and the individual concerned. These five members shall include at least two chairmen of departments other than the department concerned, and may include an extramural authority. At any hearing the individual whose dismissal or non-reappointment is in question shall have the right to present testimony from all sources and to have present at the hearing an adviser of his own choosing.

COMMITTEE ON REAPPOINTMENTS, PROMOTIONS AND DISMISSALS

The Committee on Reappointments, Promotions and Dismissals shall consist of the President and Dean of Instruction, *ex officio*, and five members of the teaching staff, both professors and associate professors who have served the College for at least five years being eligible to membership. The members of the committee shall serve for five-year terms, one member being elected annually in the spring.

It shall be the duty of the Committee to make recommendations to the President with respect to reappointments, promotions, dismissals, and termination of appointments.

This Committee shall take responsibility for

- (1) Considering recommendations from departments;
- (2) Collecting from sources outside the department concerned, opinions regarding candidates for reappointment, promotion or dismissal;
- (3) Reviewing all appointments above the rank of instructor;
- (4) Reviewing cases of instructors, termination of whose appointments at the end of the five-year period is proposed.

This Committee is specifically empowered:

- (1) To initiate proposals for promotion to any rank;
- (2) To make recommendations contrary to those of a department.

(2) Plan B. Four examinations of the College Entrance Examination Board taken at the completion of the school course, to be considered in connection with the school record and the Scholastic Aptitude Test.

(3) Plan C. Four examinations of the College Entrance Examination Board, two taken at the completion of the junior year of secondary school, and two at the completion of the senior year, to be considered with the school record and the Scholastic Aptitude Test.

(4) Plan D. A school record high enough to give a student a place in the upper seventh of her class for the last two years of her secondary school course, to be considered with the Scholastic Aptitude Test.

c. The Board of Admission reserves the right to exclude any candidate whose preparation is in their judgment so defective as to debar her from carrying successfully the work of the freshman year.

Section 2. For admission with advanced standing a candidate is expected to meet the admission requirements in subjects and to present a creditable record of at least one full year of work from another college.

a. At the discretion of the Board of Admission a candidate who has met these conditions may be admitted without examination to the courses for which her previous training seems to qualify her.

b. A candidate for advanced standing must present the following credentials: (1) a statement of honorable dismissal from her previous college; (2) a report from the college showing the units accepted for admission and a transcript of the college record.

c. At least two years of residence are required to obtain the B.A. degree, of which one must be the senior year.

d. In case the character of a student's resident work in any subject is such as to create doubt as to the quality of that which preceded, the College explicitly reserves the right to revoke at any time any credit assigned on credentials, and to exact examination in the same.

e. Examinations at Wellesley College will be required in all work to count toward the degree completed in a preparatory school or in extension or correspondence courses.

Article VIII.—Requirements for the Degree of B.A.

Section 1. a. Every candidate for the B.A. degree must complete before graduation the equivalent of one hundred and twenty semester hours, and have in addition a reading knowledge of either French, German, Greek, Italian, Latin or Spanish. It is understood that students majoring in a particular department may be required by a vote of this department to have a reading knowledge not of any one of these six languages but of a certain specified one, or of one chosen from a certain specified group of two or more.

b. The student will be permitted to present herself for the examination to test her reading knowledge of a foreign language at the beginning of the freshman, sophomore, or junior year. Students majoring in a modern foreign language will be tested in a reading knowledge of a second language, ancient or modern. And in this case, examination may be postponed until the beginning of the senior year.

c. Of the one hundred and twenty semester hours required for the B.A. degree a certain number is prescribed, a certain number must be elected to fulfill the requirements of work for distribution and work for concentration; the rest is free elective.

- (1) **Prescribed.** The following subjects are required as specified:
- | | |
|--|---------|
| Biblical History | 6 hours |
| English Composition (unless exempted for the second semester by the Department of English Composition) | 6 hours |
| Hygiene and Physical Education 120 (unless exempted by examination) | 2 hours |
| Hygiene and Physical Education (practical) | 2 hours |
| Speech (unless exempted by examination) | 2 hours |

(2) **Work for Distribution.** Twelve hours in addition to the prescribed work, to be elected in each of the three groups given below. The twelve hours in each of the three groups is to be elected so as to fall six hours in one department and six hours in another. Only one beginning course in a modern language may be counted for distribution.

Group I Art, English Composition, English Literature, French, German, Greek, Italian, Latin, Music, Spanish, Speech.

Group II Biblical History, Economics and Sociology, Education, History and Political Science, Philosophy and Psychology.

Group III Astronomy, Botany, Chemistry, Geology and Geography, Mathematics, Physics, Zoology and Physiology.

Every freshman must take for distribution six hours in each of two groups; and every student is required to have had by the end of her sophomore year at least six hours counting for distribution in each group.

(3) **Work for Concentration.** Forty-two hours in one field of concentration, of which a major of twenty-four to thirty hours shall be in one department,* and eighteen to twelve hours shall be in courses related or supplementary to the major but falling in one or more departments other than that in which the major is taken.†

d. Every candidate for the B.A. degree must pass a general examination in a major subject in addition to the regular course examinations, at the close of the senior year.

Section 2. a. All courses shall be classified in grades I, II, III (grade I including elementary courses and grade III the most advanced courses); this grading shall be made by the departments subject to the approval of the Council.

b. In general, courses open to freshmen shall be considered as of grade I.

c. All courses in grade II shall either have a prerequisite or shall be courses not open to students below junior rank, exception being made for courses in modern language following the four-unit entrance requirement.

d. No course shall be placed in grade III that the department would not accept as a third or fourth course of a twenty-four-hour major.

*As a three-year experiment to go into effect in the spring of 1933, special permission is granted to the departments of English Literature and English Composition to offer a joint major of thirty hours.

†In the interpretation of this requirement the departments of Philosophy and Psychology, History and Political Science, Economics and Sociology, and Geology and Geography shall, if the departments in question so desire, count in each case as two departments.

e. Of the courses offered to fulfill the requirement of work for concentration at least six hours of grade III must be taken in the senior year. Of the forty-two hours required, at least eighteen hours must be above grade I and at least twelve hours must be of grade III.

f. The program for the senior year shall contain not more than six hours of grade I, unless the student is taking at least twelve hours of grade III, in which case she may carry twelve hours of grade I.

Section 3. a. The foregoing stated requirements, together with as many electives as will complete one hundred and twenty hours of work, shall constitute the general college course of four years leading to the degree of B.A. No student shall be allowed to take the degree after less than four years of residence in college without permission of the Council.

b. Not more than two of the following courses, French 101, German 101, Italian 101, Spanish 101, shall be counted within the one hundred and twenty hours for the degree.

c. (1) In reckoning these one hundred and twenty hours it shall not be allowed to count more than eighteen hours in Education; nor more than fifteen hours in Speech.

(2) In reckoning these one hundred and twenty hours it shall be permitted to count six hours of practical work in Art after six hours in the History of Art has been completed, and twelve hours of practical work after twelve hours in the History of Art have been completed.

Section 4. a. No student may carry at one time work in more than six departments.

b. The limit of the number of hours of work within the one hundred and twenty hours which a student may elect in one department is placed at forty-two hours.*

Section 5. a. Freshmen are advised not to elect two beginning courses in modern language.

b. The prescribed course in Biblical History shall include the study of the Old and New Testaments. It shall be taken in the sophomore year.

c. Two hours of the requirement in Hygiene shall consist of a one-hour course of lectures on Hygiene in the freshman year. The other two hours of the requirement shall consist of four periods of practical work, two periods a week during the freshman year and two periods a week during the sophomore year.

The appointments in Hygiene and Physical Education shall be on the same basis as all academic appointments as to attendance and quality of work.

Students entering from other colleges who present credentials for work which is the equivalent of Hygiene 120, but which is not counted in hours at the other institutions, may be exempted from Hygiene 120 without examination on the recommendation of the Department.

d. The prescribed work in English Composition shall be taken in the freshman year; students who do not make at least C grade in the

*It is recommended to the Administrative Board that special permission be granted to individual students, at the request of the Department of History and Political Science, to elect up to fifty-four hours of work in the department, not more than forty-two hours of which shall be in the subject of history or in that of political science.

second semester of the freshman year will be required to take an additional semester course in the sophomore year. A student who completes in summer school, at a grade not lower than C, a course satisfactory to the department may be exempted from the semester course. If a student submits papers notably defective in English as part of her work in any department, she may incur a condition in English Composition, whether or not she has completed the requirement in English Composition.

Students offering from other colleges a three-hour semester course in English Composition may be exempted by the Department from English Composition 101 and may receive credit for three semester hours toward the degree.

e. The prescribed work in Speech shall be taken before the junior year.

Students entering from other colleges who present credentials for work which is the equivalent of Speech 104, but which is not counted in hours in the other institutions, may be exempted from Speech 104 without examination on the recommendation of the Department.

Section 6. No student shall be permitted to drop or postpone prescribed work, except by permission of the Administrative Board in consultation with the department concerned.

Section 7. a. Courses offered as prescribed work, or as work for distribution, with the exception of French 101, German 101, Italian 101, Latin 107 and Spanish 101, may be counted as part of the forty-two hours of work for concentration.

b. A provisional statement of the courses to be included in the requirement of the work for concentration, with the reasons for including them, should be presented by every student sometime during the sophomore year to the departments concerned. Every student shall be required to have a personal interview, while she is in process of planning her course, with the chairman, or with someone delegated by the chairman, of the department in which she plans to take her major; and the signature of department approval shall be put on the student's plan before it is handed in. The final plan of the work for concentration shall be presented not later than the spring of the junior year.

Section 8. a. The work of the senior year shall be taken in residence.

b. By special vote of the Academic Council, an exemption to this ruling may be made for a student desiring to enter medical school at the end of her junior year. Such permission will be granted only to students whose records at Wellesley have been unusually good, and only under exceptional circumstances will a B.A. degree be awarded to a student before completion of her medical school course.

Section 9. No student shall be allowed, without special permission from the Academic Council, to remain in college as an undergraduate for more than five years.

Section 10. a. Degrees shall be granted to students only on the basis of the requirements of the class with which they graduate, except as specified under b.

b. Students who complete in five successive years the requirements for a degree of the class with which they enter, and who have successfully completed in their first year one-fifth of such requirements, shall be considered as having met the requirements for a degree.

Section 11. A student who desires to take the B.A. degree in less than four years of college residence must make application to the Academic Council, submitting her proposed plan in full. Every such candidate must offer ninety-six hours of class work done in Wellesley College, in which, under the usual provisions, a sufficient number of quality points to give a credit ratio of 1.0 shall be obtained. Of the remaining twenty-four hours at least twelve must have been carried under approved classroom instruction, and all must have been tested by examination. All such students are subject to the usual regulations concerning extra hours and examinations for advanced standing.

Section 12. a. In order to be recommended for the degree of B.A. a student must have in each semester a credit ratio of 1.0 (i.e., as many quality points as she carries hours) and be free from condition. She must also make a credit ratio of at least 1.0 on the work of the junior year and on the work of the senior year.

A student shall be counted as of diploma-grade standing at the end of any given semester provided she is free from conditions (except as under Art. XIV, Sect. 4, p. 30) and has obtained the requisite number of quality points each semester, or has made up any deficiency by a surplus in other semesters. A deficiency of quality points in the freshman and sophomore years may be offset by a surplus previously or subsequently gained; a deficiency in either semester of the junior year or in either semester of the senior year may be offset by a surplus gained in the other semester of that year.

b. In reckoning diploma-grade standing, courses in which deficiencies have been incurred shall not be counted as belonging to a student's program.

Section 13. The curriculum shall not be amended except by a two-thirds vote of members present at a meeting of the Academic Council, and the vote on the amendment shall not be taken on the same day on which said amendment is proposed.

Article IX.—Requirements for the Master's Degree

Section 1. a. Candidates for the degree of Master of Arts, Master of Arts in Education, or Master of Science in Hygiene and Physical Education must be graduates of Wellesley College or of some other institution of satisfactory standing, and must give evidence of ability to do the work.

b. Candidates for the degree of Master of Arts shall be required to present as prerequisite to work in the major subject, at least the equivalent of eighteen hours in the major and related subjects, not more than six of which shall be introductory.

c. Candidates for the Master of Arts in Education shall present for admission to graduate work a Bachelor's degree representing the completion of not less than ninety-six hours of work in liberal arts subjects exclusive of education. This undergraduate program shall

have included eighteen hours in a liberal arts subject which the candidate wishes to continue in her graduate program, twelve hours in education and six hours in psychology.

d. Candidates for the degree of Master of Science in Hygiene and Physical Education shall either be registered for the Certificate of Hygiene and Physical Education at Wellesley College or shall give evidence of having satisfactorily completed the equivalent of the work for this Certificate, including courses in each of the following: physics, chemistry, mammalian anatomy, physiology, education, and psychology or educational psychology. Candidates shall further give evidence of ability to carry on advanced study and research.

e. In exceptional cases, candidates with the equivalent of the Wellesley B.A., but unable to meet all the requirements for admission as candidates for the Master's degree, may, with the approval of the department concerned, be admitted as special graduate students. Such a student shall not be granted graduate scholarships. Any work completed by a special graduate student, later allowed to count toward a Master's degree, must be carried at a grade of B or above. A student may not remain in the class of special graduate students for more than one year except by special vote of the Graduate Committee.

Section 2. Graduate students shall pay a matriculation fee of five dollars, to be deducted from the diploma fee.

Section 3. a. One year of residence is required except as noted in b. Resident students are defined as those who are doing the work for a degree in Wellesley College classes or under the direction of professors in charge of their work with conference appointments at frequent intervals.

b. The entire work for the Master of Arts' degree may be done out of residence only by graduates of Wellesley College. These graduates are accepted as candidates for a degree only when this work has been done at some institution which does not grant a Master of Arts' degree to women. The program of such a student shall include a thesis which shall be judged by the department concerned at Wellesley College.

c. If taken out of residence the degree cannot be conferred earlier than two years after the Bachelor's degree.

d. A portion of the work for the degree amounting to not more than six semester hours may be done at any approved institution, including those which give a Master's degree to women, provided that the plan of apportionment be approved by the department in charge of the student's work and by the Committee on Graduate Instruction.

Section 4. a. The equivalent of twenty-four hours of work is required of a candidate for a Master's degree. The program should include, in general, no fewer than twelve hours of grade III or the equivalent, and may include a thesis embodying the results of original research, or a report or reports based on independent work.

b. The work for the degree of Master of Arts may be done in one department, or it may include a maximum of six hours of work, closely related to the candidate's major subject, and supplementing her major work in another department provided that the two departments concerned agree that she is prepared to carry the course or courses in question.

c. The work for the degree of Master of Arts in Education consists in general of twelve hours in the field of education and twelve hours in one liberal arts subject in which the candidate has had eighteen hours of undergraduate work. In the case of candidates specializing in the education of young children, the twelve hours of work in the liberal arts may be made up of courses in two or more departments approved by the Director of Pre-School Education with the permission of the departments concerned.

d. This program should include not less than twelve hours of advanced class-room work of a primarily informational nature, in addition to a possible 350 course.

e. In the case of an exceptional student allowed to carry only six hours of work a year, it is provided: that the department in charge of her work shall at the outset of her period of study submit to the Committee on Graduate Instruction a tentative program of twenty-four hours of work; that work of a purely research nature shall come toward the end of her course and not at the beginning; that in cases where a department wishes to recommend a program of an exceptional nature, that department shall submit to the Committee in October with the student's plan a written explanation of the nature of the case.

f. Observation and practice teaching may be arranged in connection with a professional course in education, and some allowance for the time required may be made, but no separate credit shall be allowed.

g. Candidates shall be required to have a reading knowledge of either French or German, to be tested by examination at entrance. Individual departments may if they choose require a second language.

A graduate student who fails to pass her modern language examination, which shall be taken prior to the Monday on which college work begins, shall not be enrolled as a candidate for the Master's degree or continue to hold a graduate scholarship.

h. Any department which so desires may accept as fulfilling the language requirement the undergraduate language examination passed by graduates of Wellesley College as provided in Art. VIII, Sect. 1,

i. One other modern language may be accepted as a substitute for either French or German by the Committee on Graduate Instruction upon recommendation by the department in which the major subject is taken, provided that the language substituted is actually used as a tool in the work for the degree.

Section 5. a. On the advice of the department in which the major subject is carried, and with the approval of the Committee on Graduate Instruction, six hours of grade II may be included in a graduate student's program.

b. A graduate student enrolling in any course of grade II, or in a course of grade III open to sophomores, shall be required to do additional work.

c. Departments shall by October fifth of each year furnish to the Committee on Graduate Instruction for its approval a plan for the work of each graduate student during the year. If in the opinion of the committee the plan is inadequate, the committee shall notify the department. No student shall be permitted to carry less than eighteen hours of graduate work, except with the recommendation of the department and the approval of the Committee on Graduate Instruction.

Section 6. a. A graduate student shall be permitted to count toward the Master's degree only work in which she has obtained credit grade, and of this work not more than six hours may be below grade B.

b. A student may count toward the Master's degree six hours taken as an undergraduate which was in excess of the total number of hours needed for the Bachelor's degree provided the course be of grade III, taken in the senior year, and carried at a grade of at least B. Not more than six hours of undergraduate work may be counted in this way, except by vote of the Academic Council.

Section 7. a. A candidate for a Master's degree shall pass a special Master's examination testing the work of all the courses counting toward the degree.

b. Work that has been done at another institution may be tested by a separate examination if the department so desires.

c. The Master's examination may, if desired by the department, be oral. Part of the examination of a candidate who does not present a thesis shall be oral, and the Committee on Graduate Instruction shall be officially represented.

d. A graduate student may be excused from semester examinations if it seems desirable to the department. At the end of each semester, however, a grade shall be handed in to the College Recorder for all the student's course work. At the same time an informal report shall be made to the Committee on Graduate Instruction in regard to the thesis and other independent work.

Section 8. The Master's examination may be taken in the case of resident students at any time after the completion of all work (exclusive of the thesis); in the case of non-resident candidates the final examination in the major subject must be taken at Wellesley during some one regular examination period in the year in which the degree is to be taken. In all cases the exact date of the examination shall be fixed by the department in charge of the student's work.

Section 9. a. The thesis, save in exceptional circumstances, shall be presented not later than one year after the completion of the other work for the degree.

b. The completed bound and typewritten copy, accompanied by the recommendation of the department in charge, must be presented for the approval of the Committee on Graduate Instruction three weeks before the date at which the degree is to be taken. The thesis, after consideration by the committee, shall be open to the inspection of the Academic Council.

c. Three professorial members of the department in charge of the thesis shall approve in writing the material and organization of the thesis before it is sent to the Committee on Graduate Instruction. The written form of the thesis must then receive the approval of the Committee on Graduate Instruction before the thesis can be accepted in partial fulfillment of the requirements for the degree. The Committee shall also be expected to communicate in writing for the consideration of the department any criticism of the subject and plan of a thesis in which a majority of the Committee concur.

d. In case a thesis which has been accepted for the Master's degree be printed, one bound copy should be deposited in the college library, and, if possible, ten additional copies presented to the College for purposes of exchange. After the degree has been conferred the thesis shall be catalogued by the librarians and be subject to the rules and regulations governing the use of the college library. No changes whatever may be made in the thesis after it has been submitted to the Committee on Graduate Instruction.

Article X.—Schedule

Section 1. a. Students shall be required in May to choose their electives, and they are not expected to change them except for adequate reasons.

b. Electives shall be due in May, at a date not later than the third Saturday before the beginning of the June examinations. The pamphlet of Courses of Instruction shall be issued at least two weeks before the date on which any electives are called in.

c. In the pamphlet of Courses of Instruction, departments shall announce, as far as possible, the specific requirement for work in Boston libraries and museums, and for trips of scientific and economic investigation. In connection with the announcement of any course which may possibly be given in extra-schedule hours, this possibility shall be mentioned. No description of a course, exclusive of the title, shall exceed one hundred and twenty words.

d. The freshmen electives shall be called in before the opening of the fall term, and a circular of relatively full information, edited by the Committee on Curriculum and Instruction, or by some person designated by it, shall be issued for incoming freshmen.

e. A course elected by less than six students may be withdrawn by the college.

Section 2. Courses likely to be elected by six or more students shall be placed on the regular schedule.

Section 3. No student may elect without permission from the Administrative Board a course not open to members of her class.

Section 4. a. A request by a student for a change of elective shall be approved by her class dean.

b. A student shall not join or leave any department of instruction nor attend any courses, except those in which she has been regularly enrolled, without permission of her Class Dean. A student who proposes to drop a course shall be requested to consult the instructor also.

c. No undergraduate shall be enrolled as a special student except with the approval of the Dean of Students.

Section 5. a. No student shall be allowed a schedule of less than twelve hours of regular college work, counting toward a degree, without permission from her Class Dean.

b. No student may take more than sixteen hours and Physical Education without permission of her Class Dean.

Section 6. Evening seminars, when requested by departments, shall be limited to Monday and Tuesday evenings.

Section 7. Request for change of division made necessary by a conflict of schedule appointments should be referred to the Schedule Officer. During the first two weeks of the first semester and the first week of the second semester requests for a change of division on the ground of personal convenience should also be referred to the Schedule Officer. Requests for change of division for personal reasons at other times than those above stated may be acted upon by the instructor, but the change shall not go into effect until it has been reported to and approved by the Schedule Officer.

Article XI.—Methods of Instruction

Section 1. a. Each instructor is expected to use some system of marking, in order that a report of the standing of any student may be made at any time.

b. The Committee on Standardization of Marks has defined the Grades A, B and C as follows:

Grade C is the mark given to those students who have attained such familiarity with the content of a course and such ability to use this knowledge as may in fairness be expected of any student of ordinary ability who gives to the course a reasonable amount of time, effort and attention.

Grade B is the mark given to those students who add to this minimum of satisfactory attainment a high degree of excellence in meeting some of the characteristic demands of the course, or a moderate degree of excellence in several of these points. They may, for example, be conspicuous for unusual accuracy in fact, completeness in detail, or perfection in form of work; for independence of method, for grasp of the subject as a whole, or for a touch of the constructive imagination. These B students, however, definitely fail to show such excellence in their response to one or more tests.

Grade A is the mark given to students who meet with conspicuous excellence every demand which can fairly be made by the course.

c. Usage defines the lower grades as follows: D. Passed. E. Condition. F. Heavy condition.

d. The grade C *minus** may be used when it is desired to warn a student that her record is not wholly satisfactory, but it counts as C in quality points.

Section 2. a. Report cards bearing the exact grades of their work, expressed in letters, shall be sent to all undergraduates from the office of the College Recorder at the close of each semester. Individual instructors are not at liberty to report grades to students before these cards are received.

b. Quality points are computed from the grades (as defined in Section 1) in the following terms:

A. 3 quality points for each semester hour.

B. 2 quality points for each semester hour.

C. 1 quality point for each semester hour.

D, E, F. 0 quality points.

*In reporting grades it will be understood that no grade will be recorded as C minus unless the word "minus" be written in full opposite the letter on the report of grades.

c. For rating purposes, the term credit ratio is defined as the ratio of the number of quality points to the number of semester hours involved.

d. The semester mark shall be made by combining the mark for class work with the examination mark.

e. In general, a student's record for a semester shall be closed at the end of the semester. No student may be recorded as deficient except by permission of the Administrative Board.

f. All marks, including midsemesters, shall be considered final after they have been reported to the students, and may not be changed except on the authority of the Administrative Board, for sufficient cause.

g. Midsemester reports for freshmen shall be sent to the office in the following terms: "credit," "passed," "failed."

h. The Council disapproves of students tutoring in college work except in cases of deficiencies, failures, sickness, or justifiable absence from college.

Section 3. Instructors are expected to assign work on the basis of not more than two hours of preparation for each classroom appointment.

Section 4. a. No instructor shall give written reviews or assign papers other than final papers which count for a large part of the semester's work (to be interpreted as not more than one-third).

b. Ten days shall intervene between the last day on which a written review may be given, or a paper fall due, and the first day of the examination period.

Section 5. A student should be asked to present a written note from her Class Dean or from the Resident Physician (or from someone designated by the physician) before an instructor gives permission.

- (1) to count work presented late,* or
- (2) to make up work lost through absence, or
- (3) to omit an important piece of written or laboratory work without incurring the penalty of a lowered grade in a course.

An instructor is at liberty to test by an extra examination a student who is unduly absent from class. Absence from class for more than a week should be reported at once to the student's Class Dean.

Section 6. No instructor may take on an expedition any student who would thereby lose any regular academic appointment.

Section 7. a. In general, departments are requested to arrange work in courses to meet three hours a week and to assign to each course or each division of such a course one instructor only.

b. No six-hour course may be broken up into two-hour or four-hour courses, or be conducted by more than one instructor without the express authorization of the Council.

c. Any department is at liberty to present as part of the offering for the year a course of directed study receiving credit of not more than six hours, to be tested by examination or final paper, or a series of reports, and open only to properly qualified students. The number

*A paper need not be considered late if the instructor grants the student an extension on it a reasonable time before the day on which it is due.

350 should follow the name of the department and the additional description should be "Research or Individual Study."

d. Any member of the faculty, provided that he secure the permission of the department, inform the Committee on Curriculum and Instruction and report his opinion of his success, is permitted to conduct a course of grade II or III for certain periods in some other way than by meeting the whole group for three hours a week.

Section 8. All authorities used in the preparation of a paper must be properly acknowledged in bibliography and footnotes.

Section 9. a. In cases of proved illegitimate use of authorities, collusion in final papers, examinations, or in term papers covering a considerable portion of the term's work (interpreted to mean one-third), the penalty shall be

(1) Suspension for a semester, or

(2) Cancellation of the semester's work in all subjects.

b. In cases of proved collusion or illegitimate use of authorities in small pieces of work, the lightest penalty shall be the lowering of the semester's mark by one grade.

c. In general, freshmen shall be treated with more leniency than other students.

d. It shall be the duty of every member of the instructing staff to report to the Committee on Discipline every proved case of collusion or illegitimate use of authorities either in small or large pieces of work.

Article XII.—Honors

Section 1. a. Two grades of honor scholarships shall be awarded to seniors and juniors, on the basis of work done after the freshman year, as follows:

b. Students of the highest grade shall be known as Durant Scholars, those of the second grade as Wellesley College Scholars.

c. Durant Scholars shall be those seniors and juniors who on an approximately normal program (interpreted as not less than seventy-one semester hours in five semesters for seniors and forty-four semester hours in three semesters for juniors) have a credit ratio of 2.3 or higher. These Durant Scholars must have carried the last semester's work (which must be at least nine hours for seniors and at least twelve hours for juniors) at a minimum credit ratio of 2.3.

d. Wellesley College Scholars shall be those seniors and juniors who on the same approximately normal program as that for Durant Scholars have a credit ratio of 2.0 to 2.299 inclusive. These Wellesley College Scholars must have maintained on the same number of hours as those mentioned above a credit ratio of 2.0 to 2.299 inclusive, for the last semester.

e. The Student Records Committee may by a two-thirds vote add to the list of Durant and Wellesley College Scholars the name of a student the average of whose grades comes up to the required standard but whose program of work shows some deviation from the "approximate normal" for any reason deemed adequate.

f. In general, no student shall be eligible who is conditioned, or has failed to remove any freshman condition before the beginning of the junior year. This shall not be interpreted to mean that a student may not abandon an elective course in which she has been conditioned.

g. The award of honor scholarships shall be made at some time after the mid-year examinations, for seniors on the basis of two and one-half years of work; for juniors on the basis of one and one-half years of work. Work passed off by examination for advanced standing shall not be counted for honor scholarships. In the public announcement of these lists, the names shall be arranged in alphabetical order. The names of the senior Durant and Wellesley College Scholars shall be printed on the Commencement program.

h. Exceptional cases shall be reported to the Council without the names of the students. Exceptions shall be made only upon grounds stated in exact terms, and such exceptions shall be treated as precedents.

i. Honor scholarships shall be awarded to five-year students on the basis of work done for five and seven semesters after the first year, and with the same standard, i.e., with the same credit ratio, as for four-year students.

j. A semester of a year course or excess work in a department which does not count within the minimum number of hours for the degree shall be included.

Section 2. a. Freshman Honors shall be awarded to those sophomores who on an approximately normal program on the work of the entire freshman year (interpreted as not less than thirty semester hours) have a credit ratio of 2.0 or more.

b. In general, no freshman who is conditioned shall be eligible. Work passed off by examination for advanced standing shall be counted for Freshman Honors.

c. In the public announcement of this honor the names shall be arranged in alphabetical order.

Honors in a Special Field

Section 3. a. A plan for Honors in a Special Field has been established in recognition of the desire of certain students to carry on consecutive and somewhat intensive work along the line of their particular interests.

A student electing to study for Honors in a Special Field will choose a Field of Special Study and will work in that field under the special direction of one or more of the instructors concerned who will advise her on the possible development of her Field of Special Study and will guide her in the carrying on of independent work within it.

b. A candidate for Honors in a Special Field must conform to all the regulations in regard to required work. She may be excused from one or two final examinations in courses directly related to the Field of Special Study.

c. She is required to take a minimum of forty-two hours in her Field of Special Study, i.e., her major department and the allied courses combined.

d. Her work will be tested by a comprehensive examination upon the Field of Special Study at the end of her senior year. This examination will take the place of the general examination.

e. Independent work under specified direction to the amount of six hours in the junior and also in the senior year, to take the place of the same amount of class work, may be arranged.

f. All applications from candidates for Honors in a Special Field must be accompanied by recommendations from the department concerned.

g. A student whose withdrawal from honors is approved by the major department and the Committee on Curriculum and Instruction may be credited with the independent work of the semester which has been satisfactorily completed.

h. A notice calling attention to Honors Work shall be sent to those sophomores whose academic standing places them in the first two octiles after three semesters of work.

Section 4. The B.A. degree with departmental honors shall be awarded to students on the recommendation of a department. A department shall recommend such honors only in cases in which a student has passed her general examination at a grade of A and has attained marked excellence in her course work in her major. The names of students receiving such honors shall appear in a special list on the Commencement program.

Article XIII.—Examinations and Final Papers

Section 1. a. The giving of any semester or final examination, or any paper in lieu thereof, in any course, shall be at the discretion of the department in which the course is given. A final paper may not be required in addition to an examination.

b. In the opinion of the Academic Council it is within the province of an instructor to give the members of a class their individual choice between a final paper and an examination.

Section 2. The subjects of all final papers of the first semester shall be announced before the Christmas vacation, and of all final papers of the second semester before the spring vacation. Sufficient time allowance shall be made for final papers and instructors should give directions in regard to their minimum and maximum length.

Section 3. a. In a course in which no examination or final paper is announced, students who would be conditioned or fall below C by the record of their class work only, shall be allowed, upon application, an examination, and the mark for such examination shall be combined with the mark for class work to form the semester mark.

b. A notification shall be sent out not later than the Friday before examinations begin, and not earlier than the last recitation preceding that Friday, to students who have not made credit grade in a course which does not require an examination or a final paper.

c. Course grades for seniors excused in June from final examinations or final papers shall be sent to the Office of the College Recorder not later than the morning of the day on which the general examination falls; and seniors who would be conditioned or fall below C by the

record of their class work only shall be allowed upon application an examination the mark for which shall be combined with that for class work to form the semester mark.

Section 4. In June the examinations of seniors shall be so arranged that no examination shall occur later than the second Monday. Final papers for seniors shall be called in by 4.30 p. m. on the Saturday of the regular examination period and no extensions shall be granted.

Section 5. Except in case of final papers required of seniors in the second semester, papers written in lieu of examinations shall be due on the date of the regular examination. Extension of time shall not be granted to individual students, except by permission of the Administrative Board.

Section 6. a. The general examinations in all departments shall be held on the same day and on the Friday preceding the June examinations.* The examinations shall be not less than three hours in length. Seniors shall be excused from all class appointments on the day of these examinations and on the four days preceding.

b. Class appointments for all grade III courses, and for all grade II courses in which the majority of students are seniors, shall end at noon on Saturday of the week preceding the general examination.

c. The final examination in courses of grade II which contain students other than seniors shall be so constructed that seniors shall not be required to answer questions on matters covered during the reading period.

d. The general examination is intended to test (1) the accuracy, extent, and depth of a student's knowledge of one subject (or field); (2) her intellectual initiative and independence in analyzing, organizing, and relating the material of that subject; (3) her assimilation of and ability to apply leading ideas met in that subject.

e. The general examination shall cover all the work in the major subject, but students shall not be held responsible for additional work intended to fill in lacunæ in the subject.

f. Tutoring of individual students by any person is disapproved, but departments may use their discretion regarding the advisability of meeting major students in groups, at not more than three times during the senior year, to give advice and to answer questions regarding ways and means of reviewing.

g. Seniors taking the general examination shall be excused in June from two course examinations or final papers in courses in their major subjects (or from one examination or paper if only one course is being taken). If a senior is taking in her major more than two courses which have final examinations or final papers, the department chairman shall choose the two courses in which the student shall be excused from the final test.

*A student, who in the judgment of the college physician is incapacitated by illness on the day of the regular general examination, may apply to take the same examination on a later date, or to take a new examination, the choice between these alternatives to be decided by the Dean of Students, the College Physician, and the chairman of the department concerned. A student, who in the judgment of the College Physician has been physically unable to study for two or three of the five days preceding the general examination, may also apply for a postponed examination.

h. A liberal choice in examination questions shall be offered and definite statements be made as to the time to be given to the questions and the range of choice.

i. No student who has failed to pass the general examination shall be recommended for the B. A. degree. Failure to make a passing grade is equivalent to a condition which may be removed by re-examination in the September examination period or in the next June examination period.

j. Papers shall be graded with severity equal to that used in grading semester examination papers.

Every general examination book shall be read by at least two instructors, one to be of professorial rank. Those books which appear to fall below passing grade shall, as far as practicable, be read by all the members of the department, and no student shall be reported conditioned unless so voted by the majority of the department.

k. The general examination shall be reported as follows: "failed," or "passed."

l. Reports on the general examination shall be due in the Recorder's Office not later than one week after the close of the general examination.

m. The grade made in the general examination shall not count for or against the "quality points" prescribed for the degree.

n. If a student passes the general examination satisfactorily she will not be required to repeat it even though (a) she fails in some course in her major or in another department or (b) she has insufficient "quality points" and consequently must return to college for a semester.

Section 7. a. The examination schedule shall be arranged as follows:

(1) Mid-years. Fifteen days shall be reserved, beginning with a Saturday, of which the first Saturday and the last Friday and Saturday shall be free from academic appointments, the examinations beginning on Monday and closing on the second Thursday with two examination groups each day.

(a) There shall be twenty groups of which eleven correspond to eleven groups of the recitation schedule and of which nine are made by combinations of courses of large elective departments or groups of departments or required subjects.

(b) A course of more than one division which is not included in any of the nine special groups will be assigned to a schedule group in which one of its divisions falls.

(2) June. Nine days shall be reserved for the examinations which shall begin on the second Monday before and end on the Wednesday immediately preceding Commencement. (See Sect. 4, p. 25, for provisions for seniors.)

(a) There shall be eighteen groups of which eleven are identical with the corresponding eleven at mid-years and seven shall be chosen from the nine groups at mid-years, each of the courses included in the two groups omitted being assigned to a schedule group in which one of its divisions falls as well as each of the courses of more than one division not included in the seven groups.

- (b) Extra examinations to remove conditions or deficiencies may be placed in the morning of Thursday preceding Commencement.

b. The normal length of an examination shall be two and one-half hours, the morning examination period beginning at nine and the afternoon at two.

c. All groups rotate alike, each group being advanced a whole day.

d. No class appointments other than for examinations shall be made during the days of examination.

Section 8. a. Only every other seat shall be occupied by students taking the same examination.

b. Books or manuscripts brought to an examination by any student must be left at the desk of the proctor. No pages are to be removed from the blank books distributed by the examiner.

c. Exceptions to these regulations may be made at the discretion of the instructor and announced to the students beforehand.

Section 9. a. The College shall appoint proctors for examinations when the instructors are not sufficient for the conducting of the examinations.

b. In cases of special examinations granted to seniors the department involved shall not be required to supervise the examination, and the expense of supervision shall be borne by the student.

Section 10. Extra examinations, whether to remove conditions or for any other purpose, shall be offered only four times a year, viz., at the semi-annual examinations and during the opening days of college in September and on one day in April at the close of the spring vacation; except that conditions incurred by seniors at the mid-year examination period may be removed at such time in the second semester, not within one month of the regular examination period, as may be arranged by the instructor and the College Recorder, deficiencies at any time not within one month of the June examination period.

Section 11. All applications for examinations (or permission to pass in papers) to remove conditions and deficiencies or for advanced standing, shall be sent by the student to the office of the College Recorder, and no student shall be admitted to such examination without a card of admission.

Section 12. No examinations shall be prepared or passed upon by a tutor who receives pay for tutoring the candidate taking the examination.

Section 13. a. A student who is absent from an examination, or fails to hand in a final paper at the appointed time, must send a letter of explanation to the College Recorder not later than twenty-four hours after the close of the last examination of the examination period. If the reason assigned is judged adequate by the Administrative Board, the student will incur a "deficiency"; if the reason is judged inadequate, the student will incur a "default," or "condition." Such default shall remain a part of the permanent record of the student, but shall be distinguished from a condition. If a student fails to make an explanation

within the time specified, the case shall be treated as if the explanation had been inadequate.

b. A student who has been present at an examination long enough to see the examination paper will not be considered as absent from examination.

Section 14. A student whose absence from examination has been judged a default may not claim an examination, except at the time at which it would be regularly given to the next class, but she may take advantage of an earlier examination when offered in a regular examination period to another student.

Section 15. a. Students who desire college credit for work done elsewhere, and not accepted as of college grade, shall be subject to examination under the following regulations:—

(1) If admitted to the regular examination in the course offered, the student must furnish supplementary evidence of the work done in the way of papers, notebooks, etc.

(2) When admitted to special examination, the student may be required to furnish such supplementary evidence as may be deemed adequate by the department concerned.

(3) In case examination be the only test prescribed, two full examinations will be required for each course of four or more hours. Four periods may be allowed for such examinations.

Courses offered under the foregoing conditions will not be counted toward the B.A. degree if the grade attained is lower than C. Credit so obtained will not give a student diploma-grade standing, nor may it be counted in lieu of the quality points required for the degree. A fee of five dollars will be charged for admission to the examinations of each course. If the student fails to attain C grade and comes up for a second examination, an additional fee of two dollars will be required. These fees will be remitted in the case of examinations for advanced standing taken during the first year of residence by students admitted from other colleges.

b. Preparation for such examinations may be undertaken only under advice of the department concerned and by permission of the Class Dean and no student will be admitted to such examinations who has not made preparation therefor in accordance with these provisions.

c. Permission to prepare for such examinations shall, in general, be given only to students who are of diploma-grade standing.

Article XIV.—Conditions

Section 1. a. All notifications of conditions incurred at the regular examination period shall be sent to the students only from the office of the College Recorder and at one time.

b. Notification of failure to pass any examination at any time shall be sent only from the office of the College Recorder.

c. All students taking examinations in the second semester of their senior year may be immediately informed of the result by their Class Dean or by the College Recorder.

d. An official warning shall be sent after every mid-year examination period to all students of the three lower classes whose work for the first semester in any given year is not of diploma-grade standing.

Section 2. a. Conditions on entrance requirements must be removed within one year; otherwise the students will be debarred from returning to college unless readmitted by vote of the Board of Admission.

b. A student may take only one examination to remove a condition. If the student fails in the examination to remove a condition she must repeat the course in class, if a required subject; an elective course must be repeated or abandoned.

c. If a condition is removed by examination the student's mark will be changed from an E to a D, and the course will count in hours toward her degree.

d. If a condition is abandoned or removed by repeating the work in class the quality points will not be restored; in the latter case the points gained in the repeated work will be counted.

e. Conditions or deficiencies incurred by seniors at the mid-year examination period may be removed at such time as may be appointed by the instructor in consultation with the College Recorder; provided, however, that except by permission of the Academic Council, such opportunity be not given within one month before the June examination period, nor, in case of conditions, within one month after the mid-year examination period.

(1) Seniors who are still under condition after the regular examinations in June shall be given no opportunity to remove such conditions before the following September. Unless it is otherwise voted special examinations shall then be offered to such students, and in case of success, the degree shall be given, if the Trustees concur, in time for the names to be included in the list of the graduating class printed in the annual Catalogue.

(2) In general, no student having a deficiency of three or more quality points at the end of her senior year may make good that deficiency except by making a satisfactory record in one semester of residence at Wellesley.

f. If a student submits papers notably deficient in English Composition as part of her work in any department a condition may be imposed by the Department of English Composition at any time during the semester. Such conditions shall be regarded as removed when a paper is handed in that is accepted by the Department of English Composition. The incurring and removal of such conditions shall be reported to the student through the office of the College Recorder.

Section 3. In general, freshmen and sophomores who are distinctly below diploma-grade standing shall be placed on probation. There shall be no academic restrictions for juniors and seniors not of diploma-grade standing. A student on probation is liable to dismissal if she absents herself from classes for any reason other than illness. A student who is not of diploma-grade standing may at any time be excluded from college. In the administration of this rule the Committee on Student Records is working under the following policy:

a. Students who in any year fail to complete eighteen hours of college work or such smaller amount as they may have been permitted to carry are presumably to be excluded.

b. Also students who in any semester fail to complete nine semester hours of college work.

c. Also students who at the end of the freshman year have a credit ratio below 0.5.

d. Also students who at the end of the sophomore year have a credit ratio below 0.8.

e. Fourth-year students not of diploma-grade standing who, in the opinion of the Committee on Student Records have a reasonable chance of completing the work for the degree in one year may be readmitted as provisional seniors, with a limitation of extra-curricular activities.

f. Students who at the end of the freshman year have a credit ratio of approximately .5 to .625 inclusive and who show evidence of possible success may be readmitted as freshmen.

g. Students who at the end of the sophomore year have a credit ratio of approximately .8 to .875 inclusive and who show evidence of possible success may be readmitted as sophomores.

h. Freshmen must have completed at least 24 semester hours of work before promotion to the sophomore class; sophomores must have completed 56 semester hours for promotion to the junior class.

Section 4. An unremoved condition in an abandoned subject shall not debar a student from ranking as of diploma grade, provided

a. she maintains diploma-grade standing for at least one semester after she incurs the condition, and does not need to take more than thirty-three hours in each of the first two years and thirty hours in each of the last two years in order to obtain her degree.

b. she has completed sufficient work so that the course abandoned is actually additional to the amount of work that the student would regularly have completed by taking the normal program; the normal program shall be understood to mean thirty-three hours the first year, thirty-three hours the second, thirty hours the third, and twenty-four hours the fourth.

Section 5. Any department advising tutoring shall send the student to her Class Dean with a written statement of the course advised, including the tutor recommended and the number of appointments advised. The student must secure a signed permission from the officer intrusted with this duty before undertaking the work.

GOVERNMENT

Article XV.—Library Regulations

For all legislation in regard to the library, see Library Manual.

Article XVI

Agreement between the Faculty and students of Wellesley College concerning the Wellesley College Government Association:—

Whereas the students of Wellesley College desire to assume individually and collectively a responsibility for the conduct of students in their college life, and whereas it is believed that such responsibility if given to the students will make for growth in character and power, and will promote loyalty to the best interests of the College,

The President and Faculty of Wellesley College, with the sanction of the Trustees, do hereby authorize the Wellesley College Government Association, and do charge this Association to exercise the powers that may be committed to it with most careful regard both for liberty and order, for the maintenance of the best conditions for scholarly work, and for the religious life of the College.

I. To this Association the President and the Faculty entrust the management of all matters concerning the conduct of students in their college life that are not academic in nature, except such matters as are hereinafter withdrawn from the jurisdiction of the Association.

In cases of conduct serious enough to involve the possibility of suspension or expulsion from the College, this Association shall act by presenting a recommendation from its Superior Court to the Academic Council, except in such cases as are dealt with by the President of the College acting alone.

II. The reservation of powers enumerated in Section III is to be understood as follows:—

The Wellesley College Government Association may legislate in regard to these matters, but all such legislation must be subject to the approval of the Academic Council.

III. The authorities of the College reserve for themselves the right to regulate:—

a. All matters pertaining to the public health and public safety of the students.
b. All matters pertaining to the household management of the college dormitories, and to the housing of students in the village as well as in the college buildings.

c. All matters pertaining to the use of college property and equipment: the grounds, the students' buildings, the gymnasium, the library, and apparatus of every kind.

IV. If question arises as to whether any subject is within the jurisdiction of the Association it shall be referred for decision to a joint committee appointed by the Senate of the Association.

V. The authorities of the College stand pledged to support the Association, to the full extent of their power. The members of the Association, on their side, promise to co-operate with the President and Faculty in maintaining a high standard of scholarship and life.

VI. It shall be within the power of the authorities of the College to withdraw all or any part of the powers granted in this document, or of the Wellesley College Government Association to formally relinquish the same, thirty days'

notice being given in either case. Amendments to this agreement proposed by the Faculty and accepted by the Wellesley College Government Association or proposed by the Wellesley College Government Association and accepted by the Faculty shall be valid on approval of the Trustees.

VII. The Constitution of the Wellesley College Government Association appended to this document shall be subject to amendment only on acceptance of proposed amendments by the Faculty of the College.

VIII. This agreement shall require to be valid the signatures of the President and the Dean of the College representing the Faculty, of the President of the Wellesley College Government Association, and the written endorsement of the Board of Trustees.

Article XVII.—General Regulations

Section 1. Legislation affecting student life shall be promptly communicated to the student body; and all such legislation shall be incorporated in a printed circular issued to students at the beginning of each college year.

Section 2. a. The Academic Council may, on its own motion or on request from the students, appoint a committee to meet a student committee in conference upon any matter of college interest.

b. A record of the proceedings of every college conference shall be made, under the direction of the chairman of the Committee of the Academic Council, and so placed as to be accessible to the students.

Section 3. a. In order that nothing may interfere with attendance on chapel exercises, the time between 8.10 and 8.40 a. m. on days of weekday chapel service shall be left free from other appointments.

b. In order that the College Government Association and other student organizations may have a time at which they can require attendance there shall be no academic appointments for students between 3.30 and 6.00 p. m. Thursday.

Section 4. a. All public performances are in charge of the Social Schedule Committee which reviews annually the plans of all college organizations, including those of departments proposing to broadcast or to give plays as the outcome of class work. (For details, see Circular of Information for the Use of Students, Part C, Sect. X.)

b. The Social Schedule Committee shall act with power in balancing and scheduling the social program.

c. The approved program shall be made available in the Bureau of Information by the Calendar Officer.

d. Faculty members of the Social Schedule Committee shall make an annual report to the Academic Council before May 1.

e. Papers and speeches given at public entertainments shall be submitted for approval to the professors in charge of the departments of English Composition and Speech.

Note.—Such public entertainments include Float, Tree Day, debates, Phi Beta Kappa dinners.

Section 5. a. No organization shall be formed without the consent of the Academic Council, and all organizations shall be subject to its control. The constitution and by-laws can be neither adopted nor changed without its consent.

b. All organizations are requested to incorporate in their constitutions or by-laws the following article:—

Such amendments to the constitution (or by-laws) shall not become valid unless approved by the Academic Council, nor until a copy of such amendment, dated and signed by the chairman of the Committee on Constitutions, is in the hands of the organization, and a copy, similarly dated and signed, has been placed in the office of the President of the College.

Section 6. Any group of students above freshman rank, desiring to engage in the study of political or social questions, may hold meetings, subject to the general regulations governing non-academic interests. Such study groups shall not hold over from year to year. At the first meeting a group may elect one or more of its members to arrange plans for the meetings of the year. The group shall have no officers in any other sense. Membership shall involve no financial or other obligations. Such a group may post notices inviting interested members of the College to its meetings, but persons from outside the College may be invited only upon approval by the President of the College or by some person or persons designated by her. The formation of any circle under such a plan shall require no specific authorization, but shall be at once reported to the Senate.

Section 7. a. Students shall be ranked as members of the class with which they graduate. Students in the five-year course in Art shall be classed in the first two years of their course as freshmen and advanced freshmen.

b. Every student shall retain her class membership so long as she maintains an academic standing such as to give promise that she may take her degree with her class.

c. No student may be ranked a senior whose work is not of diploma-grade standing at the beginning of the year. A student may be advanced to senior rank at the beginning of the second semester provided she is then of diploma-grade standing. Fourth-year students, not of diploma-grade standing who, in the opinion of the Committee on Student Records, have a reasonable chance of completing the work for the degree in one year may be readmitted as provisional seniors with a limitation of extra-curricular activities.

d. Information concerning the basis of organization of classes shall be communicated to each freshman class when they are about to call a preliminary meeting.

Section. 8. a. Members of the freshman and sophomore classes shall not be eligible for membership in societies.

b. Members of one society shall not be eligible for membership in any other society.

Note.—The Academic Council does not deem it advisable that chapters of other societies be formed at Wellesley College.

Section 9. Photographs of college activities may not be submitted for publication outside the College without the sanction of either the Dean of Residence or the Director of College Publicity.

Section 10. In matters affecting student publications the Director of College Publicity shall advise the undergraduate boards and shall be specifically empowered

- (a) to approve or disapprove proposed new student publications, and
- (b) to advise members of the boards in matters affecting advertising.

Section 11. The Senate may request a report from the Director of College Publicity upon activity arising under Section 10 above, and any undergraduate publications board may, by vote, appeal decisions rendered under Section 10 above to the Senate.

Section 12. May Day shall be celebrated on the first day of May unless this date falls on Sunday, and the celebration shall be confined to the activities of the early morning and to the step-singing after dinner. No senior shall serve on any of the committees in charge of this celebration.

Float is celebrated on the evening before Tree Day.

Tree Day shall be placed on the Saturday two weeks before the general examination.

Section 13. The Academic Council approves a marked limitation of the extra-curricular activities of students on probation and of students below diploma-grade standing with a deficiency in quality points. The Council approves also such regulation of the extra-curricular points of students below diploma-grade standing with no deficiency in quality points as will make them ineligible for the most important student offices. The Council refers the formulation and administration of the plan of limitation to the Senate of the College Government Association to be handled through the pointing system, subject to the approval of the Administrative Board.

Article XVIII.—Council Meetings

Section 1. a. The meetings of the Academic Council shall be held, in general, on Thursday.

b. All afternoon meetings of the Academic Council shall close at six o'clock unless a motion to adjourn is voted down.

Section 2. Order of Business.

- a. Minutes.
- b. Reports of Committees.
 - (1) Standing.
 - (2) Special.
- c. Interpellations of Committees.
- d. Announcements of motions to be considered at later meetings.
- e. Unfinished business.
- f. New business.
- g. Adjournment.

Section 3. Rules of Order.

A. Motions.

- a. Ordinary Procedure.
 - (1) Debatable.
 - (2) Can be amended.
 - (3) Can be reconsidered.
 - (4) Passed by majority of votes cast.
 - (5) Require a second.
 - (6) Not in order when a member has the floor.
 - (7) May not be displaced by another motion.
 - (8) Cannot be withdrawn after being amended or voted on.

b. Exceptions to (a).

- (1) Motions which are undebatable.
Adjourn.
Appeal.
Call to order.
Close debate and proceed to a vote.
Informal debate.
Lay on the table.
Limit debate.
Objection to considering a question.
Reconsideration of an undebatable motion.
Take from the table.
Withdrawal of a motion.
- (2) Cannot be amended.
Adjourn.
Amendment of an amendment.
Appeal.
Call to order.
Lay on the table.
Objection to consideration of a question.
Take from the table.
Withdrawal of a motion.
- (3) Cannot be reconsidered.
Adjourn.
Lay on the table (when an affirmative vote).
Reconsider.
Take from the table (when an affirmative vote).
- (4) Require a two-thirds vote.
Amend the rules.
Close debate and proceed to a vote.
Limit debate.
Objection to consideration of a question.
Special order.
- (5) Do not require a second.
Call to order.
Objection to consideration of a question.
- (6) In order when a member has the floor.
Appeal.
Call to order.
Objections to consideration of a question.

c. Amendments, of these forms:

- (1) Add or insert.
 - (2) Strike out.
 - (3) Strike out and add or insert.
 - (4) Substitute another motion.
 - (5) Divide the question.
- d. In general, no motion (except to adjourn) that has been voted on can be brought up again during the same session, except by a motion to reconsider. But this rule does not prevent the renewal of subsidiary motions if the question has in any way changed.

B. Special Rules of Order.

- a. Amendments to the rules of order require previous notice as well as a two-thirds vote.
- b. The curriculum shall not be amended except by a two-thirds vote of members present at a meeting of the Academic Council, and the vote on the amendment shall not be taken on the same day on which said amendment is proposed.

- c. A two-thirds vote of members present shall be necessary to recommend for the B. A. degree any student who has not met the full requirement for that degree.

The degree-voting time for the Trustees, other than June, shall be at the first meeting in the fall and at the first meeting after the midyear examination period (interpreted to mean the first meeting after the results of the mid-year examinations are known).

- d. Unless otherwise ordered by the Council, the discussion on the candidates for the Alice Freeman Palmer fellowship in Council shall be based on the written material presented to the Council. In case of a tie vote the decision shall be postponed to another meeting.
- e. Robert's Rules of Order should be used for reference, but no change in nor addition to the preceding rules shall be made except by vote of the Council as provided for under A, b, (4), p. 35.

Section 4. Session.

The term session, wherever used in these rules, shall be understood to mean all the meetings of the academic year.

APPENDIX

COMMITTEE POLICIES

COMMITTEE ON REAPPOINTMENTS, PROMOTIONS AND DISMISSALS

The committee shall be guided in its deliberations by the policy in regard to appointments and promotions adopted by the Academic Council at various times in 1923, 1928, and 1936.

(1) Term of appointment. In general, the question of terminating an appointment shall be considered by the President of the College in conference with the small committee of the department concerned and any recommendation reached, reviewed by the Committee on Reappointments, Promotions, and Dismissals.

a. Assistants. Appointments of assistants shall be made ordinarily for one year.

b. Instructors. Appointments and reappointments of instructors shall be made ordinarily for one year. Instructors shall be notified in writing, not later than January 15, if they are not to be reappointed.

c. Assistant Professors. Appointments and reappointments of assistant professors shall be made ordinarily for three years. An initial appointment to the staff as assistant professor may, however, be made for a term of one year. Assistant professors shall be notified in writing, not later than January 15 of the academic year in which their appointments expire, if they are not to be reappointed.

d. Associate Professors. Appointments and reappointments of associate professors shall be made ordinarily for three years. Associate professors shall be notified in writing, not later than December 1 of the academic year in which their appointments expire, if they are not to be reappointed, and, whenever possible, such notification shall be given at the close of the year before that in which the appointment expires.

e. In view of the early notice of a proposed termination of any appointment which the College agrees to give, the teacher who proposes to withdraw is expected to give notice in ample time.

(2) An appointment for long term or without limit of term, or reappointment of a professor or associate professor for a second term should be construed as establishing, in general, a reasonable expectation of permanency. This expectation should not be disappointed except for incompetence or other reasons arising after the latest appointment. Exceptions to this rule may be necessary as follows:

a. In cases of flagrant immorality, when the facts are admitted, summary dismissal will naturally ensue.

b. In cases where other offenses are charged, and in all cases where the facts are in dispute, the accused teacher shall always have the opportunity to be heard in his own defense by all bodies that pass judgment upon the case. In the trial of charges of professional incompetence the testimony of scholars in the same field, either from this or from other institutions, shall always be taken, and the accused shall have the right to demand such testimony from scholars outside this institution.

c. Termination of permanent or long-term appointments because of financial exigencies should be sought only as a last resort, after every effort has been made to meet the need in other ways and to find for the teacher other employment in the institution. Situations which make drastic retrenchment of this sort necessary should preclude expansions of the staff at other points at the same time, except in extraordinary circumstances.

POLICY IN REGARD TO PROMOTIONS AND APPOINTMENTS OF THE FACULTY

Approved by the Trustees and the Academic Council.

(1) Promotion from one rank to the next higher is not automatic.

(2) Qualifications for promotion include enrichment of equipment, teaching power and personality. As evidence of enriched equipment might be offered publications, research, advanced degrees, or other recognition of scholarship.

(3) The position of associate professor is recognized as one of great dignity and further promotion should depend, in general, upon some unusual claim stronger than that upon which promotion from other ranks is based. It is recognized that departmental exigency might justify the promotion of a particular associate professor when financial considerations would not allow the promotion of all associate professors of equal qualifications where no departmental need exists. But such discrimination should be exercised only when absolutely necessary.

(4) Whenever possible, the Committee on Reappointments, Promotions, and Dismissals of the Academic Council should be consulted in regard to new appointments to any professorial rank, and in any event, the case of every new assistant, associate and full professor, shall be reviewed by this committee at the close of the first term before reappointment is made.

(5) In general, it shall be the policy to review the status of all instructors, at the end of five years' service, and if they are not qualified for promotion, their service should terminate. If such an instructor is qualified for promotion but the treasury does not permit the increased expenditure in the department concerned, the instructor should be informed that promotion cannot be expected.

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NOV 25 1944

November 22, 1944

Rt. Rev. Henry K. Sherrill
1 Joy Street
Boston, Massachusetts

Dear Bishop Sherrill:

The Board of Trustees of Wellesley College considered the question of affiliation with the Massachusetts General Hospital for the purpose of introducing three years of liberal arts work into a five-year nurses' training program. There was considerable question about the wisdom of having an undergraduate liberal arts college undertake this type of specialized professional training and in principle there was some opposition to the proposal. This attitude in the Board reflected a similar difference of opinion which was reported from the Academic Council of the College although two-thirds of the Council approved the plan in principle.

It was believed by the Board that the cost of developing the proposed nursing course might amount to a large sum of money. It did not seem wise to faculty or trustees to use funds for this purpose which had been acquired by the College for the operation of Wellesley as it is now constituted. If we were involved in soliciting new funds, the Board felt that it would be wiser to solicit those funds for projects which were clearly in line with the purposes of the College on which there is substantial agreement. The Board, therefore, voted not to affiliate with Massachusetts General Hospital but, in view of the vote of the faculty in favor of such an affiliation, the matter was held in abeyance until the Council could receive the report from the trustees and decide whether or not to ask for a reconsideration.

The Council met on November 16 and voted not to ask the Board to reconsider its decision. As the matter now stands, therefore, I am writing to report that Wellesley College at present does not see its way clear to continue the negotiations with Massachusetts General Hospital in the establishment of a five-year nurses' training course.

I send this message with considerable reluctance because there are so many of us who have been genuinely interested in the possibilities of this type of affiliation. Indeed, the Academic Council asked me to

Bishop Sherrill: 2

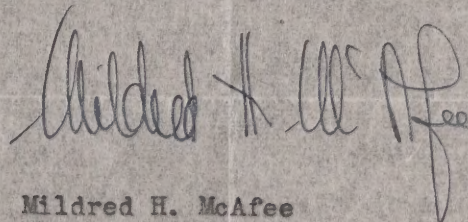
November 22, 1944

report a vote which is in its official minutes. It was voted "that the faculty of Wellesley College express to the nurses at the Massachusetts General Hospital the hope that six months of thoughtful coöperation are not entirely lost and their good wishes for success in any further steps the Hospital may take".

I am very sure that the consideration of the possible affiliation has been a stimulus to the College in challenging us to consider the basic purposes of the institution. There was a strong minority opposed to this particular procedure, but it is a genuine disappointment to a large group of the faculty that the trustees did not feel it wise to undertake the project.

In any case, we are grateful for the opportunity which the discussions have given us to become acquainted with a professional group which has commanded the great respect of all of us who have been privileged to know and work with it.

Very cordially yours,

A handwritten signature in dark ink, appearing to read "Mildred H. McAfee", with a stylized flourish at the end.

Mildred H. McAfee

Copy to
Miss Sally Johnson

NOV 22 1944

November 22, 1944

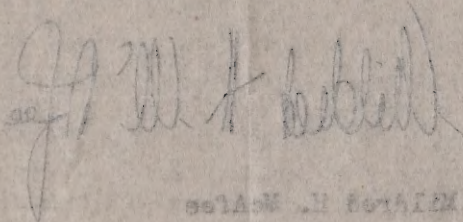
Blanche Sherrell: 2

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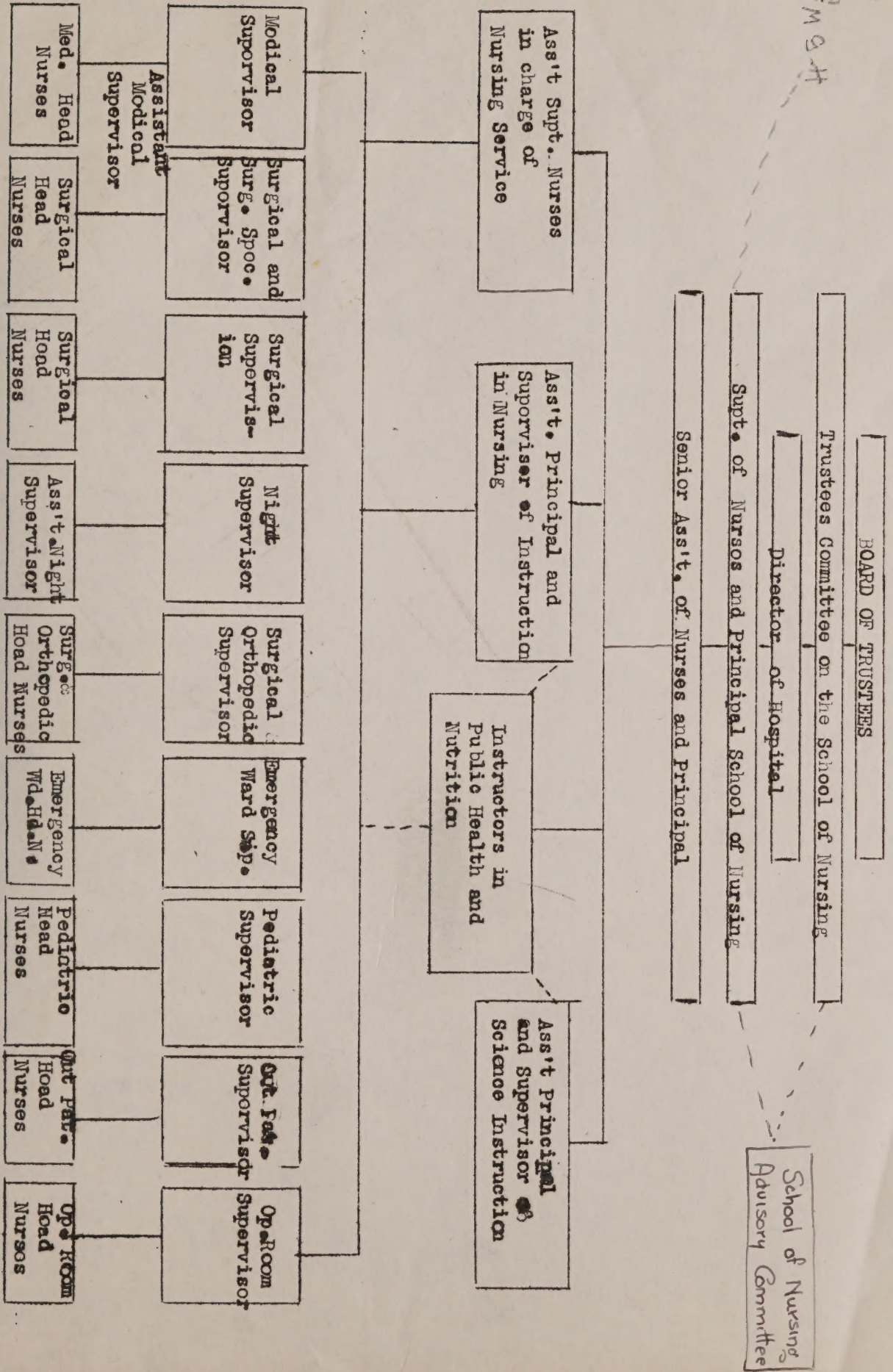


Wilfred H. Welles

Copy to
Miss Sally Johnson

W.C. M. & H.

W.C. M. & H.



Contracting Agents -

Conference - ①
Friday -
Miss Colledge
in Perkins. September 8-44.

Introduction

First meeting W.C. Nursing Committee -

Wednesday - August 23 - 1944.

Second meeting August 29th

First discussion - Upon entire faculty

Thursday - August 31 - 1944

At last meeting Faculty acquainted
with the question and members
asked to express ^{beliefs} ~~opinions~~ in
writing 10 days after -

See letter from Mrs C. Aug. 24-44

Sept. 8. Friday - 1944 -

Miss Colledge here from 9³⁰ - 1⁴⁰ -
(Miss Cooper & Mrs. Kemp away - Miss
Perkins in conference from 10⁴⁰ -)

① Sixty faculty members have responded
in writing - to date - About 6 opposed -
Several are enthusiastic - Majority of
this group (about 65 of 104) feel project
should be further studied.

Note: Object is the study group
includes - Senior group.

Conference of Sept. 8. Miss Colledge - ⑤
Cont.

Miss C. comes in mainly by rolls of organization -
Lines of authority - to question how
we would react to their organization -

Bring
present
minutes
copy

Conferred with Dr. Jaxon a day -
Miss Perkins has rough chart -
- Colledge will re-draw &
write up conference -

The degree - Bachelor of Science in Nursing.

Organization -

Faculty -

Director of School -

Asst. of 5 yr - 3d yr - (Faculty and

W.C. very enthusiastic) M. S. H. &

Trustees -

Trustees.

Pres. McAlister Joint Academic Committee Dr. Jaxon -
Director

W.C. Faculty

M. S. & Faculty.

==
==

==
==

At first Director only voting power on
entire ^{W.C.} faculty - Perhaps a second
one later -

Question Miss C. asked -

On what subject would Director need to vote
Would be easily out-voted -

S.J. Should have asked on what votes ^{only} he
the faculty members voted -

over

Tenure

much discussion of tenure = probably this school could set up its own policy as long as not effect tenure policy of U.C. faculty - Dr. Jaxon pointed out that his appointment only for 1/2 yr. Is same other policy for full professors at medical school.

Points out that faculty of this tentative school would not be full time on this school - but also 3 yrs.

Name

Seemed no question but what U.S.H. name included but not during which first.

Question asked if Director to be Professor -

Said yes - but pointed out that

this Mr. Lipe was not a Professor

But cannot one be professor of nursing - meaning more than class-room teaching -

Pres. Jaxon was probably professor of ~~nursing~~ ^{nursing} - but not now.

What about G. R. Smith?

I M. Stewart

Mr. in lecture etc.

Finances

Many scholarships ^{W.E.} help students.
"There already five should not go to this group."

(Scholarships = our 6, is it right, to go B. 5yr -
Run his tree - (how much & what
per @ w-)

Attitude of Faculty & Students - (There a suffering
must clear

Probably if once voted - accepted quite
whole heartedly - Students = some will
say, should be teachers - artists.
technicians etc - Some faculty may
think "education wasted".

Curriculum - teachers
Science, poetry. & set up spirit
course - Biology and Chemistry
if enough to warrant it.

2nd

10.

Miss C. to send report of our conference
with diagrams

Miss S. K. P. to go to Willsley to confer
on prison courses.

To think about finances

Notes

Miss Corbidge
Miss

Proc. of Meeting of Wellesley College -
September 27 - 1924

September 27-1944

Diploma - End of 5 yrs.

Plan 3 yrs + 2 - To have foliages established - of interest -
Sampling 4 yrs - 2 8 milk goats - (Particularly if many do.)

Templeton 4 yrs - 28 mths. Gole - (Parliamentary)

Exc. Committee of Board of Trustees - Sept-11th - Reaction of

Pinkens

Line of adm. — Graduate 25- (of 100) } Grows -
 ① The schools = W.C. N.S. H. and N.S. H. } Not with the large a 7.
 } Grows separate

① Two subjects = W.C. - M. S. H. and M. S. H.

Growth reference

(2) Even grows & truly collegial school -

... feeling a failure for a rainy day ...

③ Representation - Function of Academics

Wallersey College

would be additional costs to
I expect from you -

of chimney sweeps

and N B & L in Nursing - for further

the right hand - 11 11 511

his own side,

Revising School Curriculum -

Need for Botany -

1 yr. Botany 1 yr. Zoology -

Reg. U.C. program = first 2 yrs well rounded - then science

In this program no Eng. Lang. Art. Musi. (Yale Scientific 3 yrs)
4 yrs.

Note: College has c.c. to which rec. go. If that com. approves, the
rec. is voted on by Ac. Council. If need of funds, request
must go to Trustees.

⁵⁰⁰ - year - future jump - (1500
 all -
 400 Teachers
 Graduate 300
 1600+
 more the
 way.

Not grow —

If rising, why not
 library — sound science

¹¹ <u>Sociology</u>	<u>Psychology</u>
--	----------------------------

Chem —

Biology

has Waterman

Going on to Masters —

Senior Latin language —

Reached to highly specialized

Different subject —
 10 institutes —

September 27th

70-10 favor of study -
Com. reg. 6-7
Plan on long term planning - 1
Vote unfavorable -
Unfavorable to proposal -
① Less job to do -
② Not different job -
③ Bachelor program -

Some fearful not get 30 -
Therefore let in people - pushed -
Don's Weekly

Plan of Admin - } Not all complete
May 1345 applicant } 1220 completed -
Selection 555 (665 required or working)
446 entered } Only 5 from working
College Boards required - } Scholastic
Best single predictor } Achievement
Verbal Scholastic aptitude -
better than
200 - 300 median 500 (593)
Gmt.
44 = 600 +

College Boards Used: best -
20,000 take
median 593 - not 500
(Only 9 below
500
half)

Point -
Would we get 3 who
meet there. Masters -

Cuts

9% cuts - 9000 - 10,000 $\frac{1}{4}$ %
Includes in addition to fees -

Fees = 75% $\frac{1}{4}$ Endowment

500 long 600 minutes -

Family of Paul Schupf.

Plan approved - Joint Trustees -

4 + 4 =

2 members = { Academic
Economic

7 long plan
Only 1 review
in beginning -

Then 6 reviewed -

Adding funds - not take
from other expenditures
Travel & housing + salaries

The Trustees of Wellesley College
have established these minimum salaries
for the several ranks.

Instructor	\$1800
Assistant Professor	2500
Associate Professor	3000
Professor	4000

If, at any time, the Trustees find
it necessary to change these minimum
salaries, the Academic Council will be
informed.

October, 1942

R. Sleeper

HIGHLIGHTS OF THE WELLESLEY CONFERENCE

1. Wellesley grants no B. S. degree. All preprofessional students must meet liberal arts requirements for B. A. Physical education major requires 5 years for entire program. No credit toward the degree is given for any practice work.
2. The idea of a B. S. or a vocational program or granting degree credit for work done away from the college is very radical. Wellesley could not grant such credit unless classes were taught by her staff.
Another vocational school approached Wellesley this past year but were refused because too little time remained in their plan for the Wellesley program and requirements.
3. Courses advanced and separate from those for three year students must be set up for Wellesley students if the program were to materialize.

Wellesley students are very highly selected for academic ability and help to high standards of scholarship.

4. Wellesley girls as a group are not career minded. Most marry soon after graduation - vocations do not make great appeal. Most girls taking physical education M.A. degree have had B.A. work in other colleges.
5. Question how nursing student will feel in a group who are encouraged to enter without vocational plans or fixed interests and to explore the fields before choosing. Will many transfer to other areas of study. Transfers could only be accepted after the first year since a student must be at least two years in Wellesley.
6. Who will recruit for such a plan?
Wellesley and School of Nursing
7. What about costs - are they prohibitive? \$1100.00 per year for board, room, and tuition. Wellesley has many scholarships but on the whole the girls represent a monied group.
8. Wellesley anticipates no vocational trend in the post war period. Do not believe the small secluded women's college will appeal - think women returning will want broader opportunities of the universities.
9. Matter will be considered by Pres. and executive committee of Trustees. If no - will tell immediately. If to be considered will be studied by faculty - even to degree faculty will visit classes - and consideration might go on for year.
College closes after Commencement - May 21 and faculty do not return until Aug. 28.

We need a
note from Mrs. H. C. H.
on the morning conf.

WELLESLEY

9/27/44
A.D.

(4th Dynasty)

Spaw
H. C. H.
H. C. H.
H. C. H.
H. C. H.
H. C. H.

A meeting of the Senior Faculty of the School of Nursing with the Wellesley College Committee to study an affiliation with the Massachusetts General was held on September 27, 1944.

The morning was spent with heads of the physical, biological, and social science departments. Miss Johnson and Miss Kemp with the psychology. Miss Perkins and Miss Sleeper with the sociology.

The discussion with the ^{members of the} biology department ended with a decision to include 1st year - Biology 101, 2nd year a special course including 1 semester ^{each} of anatomy, physiology, and bacteriology. Both biology department and nursing school representatives were in accord on this decision.

The discussion with the members of the chemistry department resulted in the decision to require chemistry for college entrance, 110.3 the first year and in the second year a special course which would combine organic and bio-chemistry with sufficient quantitative technique to make these two forms possible.

The afternoon meeting was with the Wellesley Committee only, namely, Miss Whiting, acting for Pres. McAfee, Miss Coolidge, chairman, Miss Elizabeth Jones, Miss Helen Jones, Miss Herdbröder, Miss Waterman. Miss Coolidge announced that in spite of the first apparently favorable reaction of the Wellesley Council, the Committee on long term planning

now appeared to be unfavorable to the
affiliation. This is not yet official or definite.

Miss Whiting discussed the Wellesley entrance
requirements as a possible deterrent ^(20%) to growth
 of enrollment.

This past year 1345 girls applied for Wellesley
 College entrance; 555 were selected, 665 were
 rejected or put on the waiting list. Only 5 were
 taken from the waiting list. (446 actually entered)

All applicants take the College Board Examinations,
 the scholastic aptitude test, and 3 achievement
 tests - science, history, language. Scores for
 the scholastic aptitude test range from 200-800
 with a median of 500. Of the 446 admitted to
 Wellesley, 99 rated 600 or above. Only 9 were
 admitted with a score below 500.

The possibility of removing or raising the limitation of the
nursing group at Wellesley was brought up by
 Miss Whiting. ^{Miss College & the Committee set the annual admissions at 30 believing}
 Wellesley Council would not strongly ^{that the}
 too higher figure. The freshman class ^{the College} is now
 too large. If the college were lowered to 1500 $\pm$
^{a nursing enrollment of} ninety would be all the "dilution" of the liberal
 arts the Faculty would wish. The college
 has laboratories but lacks housing even for its
 own group. The College needs more funds for
 dormitories, salary increases for Faculty etc. The
 Council will feel strongly that no present
 monies should be taken from B.A. projects for
 the B.S. group and ^{new} sources should be found so that
 funds ^{in no way} would be deflected from the B.A.

areas sufficient concentration since she may have 4 full year courses

The Curriculum was outlined as follows

1 semester psychology	}	1st year
1 " sociology		
1 year English		
1 " zoology 101		
1 " chemistry 101		
1 year elective		

1 year history, Biblical History or philosophy	}	2nd year - Miss Coolidge believes bacteriology should be included with anatomy and physiology. The nurse Faculty question such a plan.
1 year chemistry - special		
1 " anat. & phys. "		
1 sem psych or sociol		
1 " bacteriology		
1 year elective		

Note: Can we take the responsibility for accepting a limited enrollment and thereby perhaps make impossible the ^{sound} growth of the School if trends lead toward increased emphasis on degree courses?

Will we end 10 years from now with a few jewels and a large three year group with a program which is close to that offered to attendants?

Costs which Wellesley would have to assume would include additional dormitories, 25% of the cost of the instruction given at the College and 9000 - 10,000 per year in scholarships.

(note: ^{\$600} tuition covers 75% of the cost of teaching, \$500 maintenance covers maintenance costs after building is paid for, an instructor is added for every additional 10 ^{nurses} students.)

The problem of faculty status and Council membership is really a part of the problem of the limited size of the ^{nurse} student body. With only 30 students, so few instructors would hold full time appointments - only full time appointments are eligible for Council.

Wellesley would approve withholding nursing school diploma until degree was secured. The plan to grant diploma at end of 2 years in hospital was based on inadequate information.

Would we prefer the 2-college, 2 nursing, 1 college plan to 3 college, 2 nursing. It was thought best to keep former plan since latter delayed entrance to nursing, dulled interest, would stimulate loss of students, would encourage girl to finish just one year and go to Yale.

The value of a Wellesley B.S. in nursing would be sufficient to permit the graduate to go on ^{to graduate work} in a science field or in nursing ^{education}. The student will have in either chemistry or biology

Conference with Miss Heidbreder, Professor of Psychology

Wellesley College - September 27, 1944

Miss Heidbreder was gracious and impressed me as being sincerely interested in the affiliation under consideration. We were introduced to Mrs. Mallory and Mr. Zigler, both teaching members of the department. Our excursion through the building enabled us to see what excellent planning has done in providing ideal teaching-learning situations in laboratories, the reading room and classrooms. Fifteen rooms for experimentation, a sound proof room, dark room, animal room as well as readily available equipment all on the same floor facilitated work and supervision. Students working for their Masters degrees supervised experiments as required of undergraduate students; they as well as instructors of the department were available on the same floor to give guidance as younger students desired it. The atmosphere was informal and easy but not unbusiness like - an opportunity to study in this department should represent a bit of heaven for any student.

For all students

1st year either 1st or 2nd semester

Psychology 101

A second course in Psychology may be chosen from one of the following group:

- Psych. 209 Lab. course
- Psych. 207 Child
- Psych. 219 Learning
- Psych. 213 Physiological
- Psych. 310 Sociol. (5th yr. preferably)

For Psychology majors

Psychology 101)

209)

and a choice of one (or two) of the same courses already listed. The Psychiatry course at the hospital would be considered as contributing points credit toward the Psychology major.

Mr. Jenk's rejoinder when Miss Johnson explained the object of our visit was that this department would be in favor of such a program. He stated frankly that he knew very little about nursing schools but appeared genuinely interested in hearing about our present efforts in teaching this subject.

On discussion of course content and consideration of our student needs the course line up suggested follows:

For all students

1st year either 1st or 2nd semester

Sociology 102

A second course may be chosen from one of the following group:

- 201 Community
- 322 Family (5th yr. preferably)

For Sociology majors

The same and other courses open to them would include:

- 303 Social Welfare
- Ethnic Groups in U.S.
- 205 Group Organization

Mr. Jenk seemed to think some credit could be worked out on a project undertaken in the hospital situation (medical sociology) if such would appear desirable. This conversation was based on the impression that majors required 24 points in Sociology.

Report respectfully submitted,

Florence C. Kempf

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Tentative Plan for the Organization
of a Joint School of Nursing by the
Massachusetts General Hospital and
Wellesley College

It seems clear that since the proposal is for a joint school which will be a co-operative enterprise, the proper organization should provide for joint control, supervision, and administration. Moreover a consideration of the practical problems involved suggests that the machinery set up should facilitate co-operation by two kinds of bodies, namely the Boards of Trustees of the two sponsoring institutions and their Faculty Councils (or whatever are the equivalents of such Councils.)

To facilitate joint consideration of matters which call for trustee action, it would seem wise to set up a Joint Trustee Committee made up of an equal number of representatives of the Hospital and of the College. The Superintendent of the Hospital and the President of the College should doubtless be ex officio members of this Committee. Although its authority would be such as was delegated to it by the "parent" boards it would in practice function as the Board of Trustees of the Joint School. Among its duties would be that of appointing the director of the school.

To facilitate joint consideration of matters which call for faculty deliberation and decision, it would seem wise to set up a Joint Academic Committee made up (originally at least) of an equal number of representatives of the Wellesley Academic Council and of the nurses who will teach the students enrolled in the school when they are at the hospital. Four representatives from each group would seem a large enough number, especially in view of the travelling involved for half of them in attending meetings. The director of the school would be ex officio chairman of the group.

In the case of the Wellesley group, the proposal is that one *representative* would normally be elected each year by the Academic Council to serve for a four year term, and that in successive years the Council should elect: first, an individual nominated by the Department of Zoology; second, one nominated by the Department of Chemistry; third, one nominated by the Department of Psychology or the Department of Sociology (this nomination to be made for one term by one department and for the next term by the other department); and fourth, one nominated by the Council Nominating Committee.

It is understood that this Joint Academic Committee would be provided initially with plans for student admission and courses of study approved by the Academic Council of Wellesley College and by the Massachusetts General Hospital Nursing School. Its first duty would be to ① arrange for the carrying out of these plans. In accomplishing this task it would function as the central faculty body of the school. Its second ② duty would be to propose such changes in the original plans which experience and changing conditions suggested to it as desirable to the two bodies which it represents, i.e. the Academic Council of Wellesley College

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and the Massachusetts General Hospital Nursing School. No changes in agreed upon provisions for admission and courses of study could be put into effect without the approval of these two bodies.

A third task which this committee would have to meet would be that of formulating plans for appointment, promotion, and tenure for the nurses teaching in the Joint School. (The suppositions upon which this task is assigned to this committee are: first, that in the case of the Wellesley College members of the committee no new problems of appointment, etc. not already covered by Wellesley College regulations are involved; and second, that the nurses wish regular academic standing and that it will clearly be necessary for some body to decide what such standing in the new school is to mean.) It is also clear that this committee when it has formulated its proposals on these matters must refer them to the Joint Trustee Committee, since it is only this last mentioned committee or the Trustee Boards which it represents that can make the proposals effective in such action as is taken in respect to appointments, promotions, etc. ③

In order that the nurses on the Joint Academic Committee may keep in touch with the plans and the point of view of the Wellesley College faculty, the proposal is that the director of the Joint School shall be made an ex officio member of the Academic Council of the College. As such she would have a vote in Council but one given with the understanding that she would refrain from voting on matters having to do with the provisions for the A.B. degree. The privilege of attending Council Meeting without a vote should also, it is believed, be given to one of the nurses, other than the director, serving on the Joint Academic Committee.

Mary L. Coolidge

September 11, 1944

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Colin J.

Colin J.

8.

Wm

Fidelity Onion Skin

MADE IN U.S.A.

September 11, 1944

SEP 14 1944

5 Shepard House
Wellesley, Mass.
Sept. 13th 1944.

My dear Miss Johnson, —
Wednesday the 27th of
September seems the best day
for our conference at Wellesley.
We shall expect the four of
you about 9 30 in the Lobby
by the front door of Green
Hall. We are counting on having
you with us through the
afternoon.

I enclose a tentative draft
of a plan of organization for
a joint School.

I also enclose a scholar-
ship leaflet. We shall probably
increase the estimate given in
it of student expenses next
time it is printed. This increase

is due to the rise in the cost of living. I have also gathered the following data about scholarships. About 27% of our students receive some scholarship aid from the College. Of our incoming freshmen about one out of each 28 receives a "Pendleton" scholarship, about of \$600⁰⁰ renewable each year. The average scholarship for other freshmen and sophomores who receive a scholarship, but not a "Pendleton" one, is about \$300⁰⁰. The value of scholarships for upper classmen runs, I believe, somewhat higher. [My arithmetic suggests that if there should be 90 candidates for a "B.S. in Nursing" at Wellesley and they were provided with scholarship aid in the same ratio that our B.A. candidates are, the cost would be between \$9,000⁰⁰ and \$10,000⁰⁰ a year.]

3

A review of the comments and suggestions made by the members of our faculty on the questionnaires turned in suggests that there are three questions which we ought to discuss on the 27th — besides, of course, others that you may raise or that will turn up of themselves. These are:

1. Would one semester's work in sociology and one in psychology in the students' first two years at Wellesley be sufficient?
2. Should Biblical History be required of students in the Joint School? (We require it of B.A. candidates)
3. Should we investigate further the possibilities of a program consisting of three years of work at Wellesley followed by 26 months at the M.G.H.? Some — I think not a large number — here appear to favor this plan.

Let me know if I can furnish any other useful data. We are looking forward to seeing you on the 27th.

Sincerely yours,
Mary L. Coolidge

8/31/44

Report of the Committee appointed to consider
the establishment of a Nursing School by
Wellesley College and the Massachusetts
General Hospital

I. Introduction

The task undertaken by the committee of Council members appointed to consider the possibility of a Nursing School is of the nature of the working out of a tentative, hypothetical proposition: "If a Nursing School were to be established, this is a form which it might take." The reason for setting up a tentative plan before the matter had even been suggested to the Council is that it seemed probable that individual Council members could vote more easily and intelligently if they had some idea as to what the project was likely to involve.

In this preliminary report the committee has worked out some aspects of the problem - that for example of a possible curriculum - in some detail, incorporating a number of its own ideas as well as many suggested by the Massachusetts General Hospital authorities; it has left other aspects - that for example of organization - without specific recommendations. Such specific recommendations as have been made are obviously subject to review, discussion and possible change. And it is clear that if the Council votes that it wishes the subject investigated further much more work will have to be done by this committee and by other committees before anything like a complete plan can be drawn up.

We are not going to ask for even a preliminary vote at this meeting. We do ask for questions and discussion. And we shall then, unless there is objection, request the voting members of Council to check a sort of ballot which we expect to send out in about a week's time indicating their general approval or disapproval of the proposal that Wellesley College cooperate in

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approval or disapproval of the proposal that Wellesley College cooperate in

a plan for educating a group of nurses. This vote will not bind anybody to anything. It is intended simply to guide the investigations of departments and of committees in the period before any definite Council action is taken.

II. Proposal

The proposal is that Wellesley College and the Massachusetts General Hospital cooperate in establishing a School of Nursing and that a student successfully completing five years of work in the School receive a degree of "B.S. in Nursing" from Wellesley College.

We suggest that if the plan be adopted it be so, initially, for a trial period of eight to ten years.

We suggest that entering students meet the entrance requirements both of Wellesley College and those set up by the Massachusetts General Hospital. We should expect students to maintain the same academic standing while at Wellesley that candidates for the A.B. degree are expected to maintain.

We suggest that candidates accepted for the Nursing School be accepted in addition to those "normally" accepted for work for the B.A. degree, and that their number be limited to thirty a year.

The plan is for a five year course, the first two years and the fifth year to be devoted to work at Wellesley College, the third and fourth year (actually 26 months) to be given to work at the Massachusetts General Hospital and affiliated hospitals. (A student would, I understand, receive her R.N. diploma at the end of these two years at the hospital.)

III. Curriculum for the work to be done at Wellesley

The following program is suggested:

The first year:

The required course in English

The beginning course in Zoology

Learn and Practice

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The first year:

The required course in English
The beginning course in Zoology

James M. Gurnea

A year's work in Chemistry

A year's work in Sociology or the year course in Psychology

Elective course, or courses totalling 6 semester hours.

The one hour course in Hygiene

(See paragraph below for special work involved here)

The second year:

The required course in Bible or a year's work in history, or in philosophy, or in literature (not a beginning language)

The required course in Speech

A special course in Chemistry (see note below)

A special course in Biology (see note below)

Sociology if psychology taken in the previous year, psychology if sociology taken then

Elective course or courses totalling 6 semester hours

(Note: No special requirement as to a foreign language would be made.)

The fifth year:

During her fifth year (the third at Wellesley) a student would be expected to take four year courses, two of these to be in one department, and one of them a course of Grade III. (The student's choice of a department in which to do this work for concentration would seem to be limited to the departments of Zoology, Chemistry, Sociology, and Psychology.) The student would also be expected to elect one course related to the two just mentioned. Her fourth course would be a free elective. She would not be required to take a general examination, but she would be expected to attend, and to do some work for, a fortnightly seminar conducted for the group by an instructor from the hospital.

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A year's work in Sociology or the year course in Psychology

Elective course, or courses totalling 6 semester hours.

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the hospital.

The Massachusetts General Hospital is anxious to keep in touch with the group of students working for the nursing degree during their first year at Wellesley. Our suggestion is that for their required work in the one hour Hygiene course they be kept in one group and this group be taught by someone sent out by the hospital. The reason for providing special courses in Chemistry and Biology for these students during their sophomore year is that as a preliminary to their nursing training they need a little of several kinds of Chemistry and a little of several kinds of Biology, including Bacteriology. Our proposal is that these courses be planned specially for this group of students and carry no credit for the A.B. degree. ✓

IV. Finances and Organization.

Your committee believes that if a new school giving a new degree is set up and extra expense for it, beyond that brought in by the fees of its students is incurred by Wellesley College, these expenses should be met by new funds not by those now available to meet the expenses of candidates for the B.A. degree or for graduate degrees. This is, however, clearly a problem to be handled primarily by the trustees of the college.

The question of organization is one with which both the trustees and the faculty of Wellesley College would be concerned. The School might need to have a board of trustees of its own, but this board would have to interlock somehow with that of the College and that of the M.G.H. There would also need to be arrangements for the coordinated and yet differentiated functioning of the faculty of the School and that of the College. This committee is not prepared at this time to offer any recommendations as to plans of organization. ✓

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V. Reasons for Having a School

No member of this committee on hearing the proposal for a joint nursing school was immediately seized with great enthusiasm for the proposal. We are, I think, a cautious lot. But somewhat to our surprise we found ourselves at the end of the preliminary discussions already held, of the unanimous opinion that if it proved possible to work out satisfactorily problems of curriculum, finances, and organization, we should like to see the School established.

There are two main reasons for our (restrainedly) favorable attitude. In the first place we believe that Wellesley College could in cooperating in training a small picked group of students for careers in nursing make a useful contribution to a good cause. Well trained nurses for teaching, supervisory, and administrative positions are unquestionably needed. In the M.G.H. we have one of the outstanding hospitals of the country - with long and well recognized experience in training young women for nursing - anxious to cooperate with a woman's college of high standing to furnish some of ^{its} their ablest candidates with an extended and carefully planned combination of practical, theoretical, and liberal education. And we have at Wellesley, we believe, the equipment, the instructors, and the experience, to do our part of the job well.

In the second place, we, like many of our colleagues have been somewhat disturbed at the failure of many of our own students to take early and seriously the question of their own possible contributions to the work of the contemporary world; and we believe that it would be good for our own A.B. candidates to have among them a group of young women with a definite plan for a socially useful career.

Aug. 31st, 1944

Mary L. Coolidge

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Wm. L. Coolidge
Aug. 31, 1944

Aug 27th - 1944
#72 Whetung Ave

Dear Ellen Johnson

I thank you so much for your
kind letter. I am disappointed
that you could not spend a night with me.
Evidently you do not go home by way of
New Haven -

You must arrange when you are
en route to New York in meeting to
drop there, once in Anshel, Carter
Country or going. You can always host
something to discuss and I would like that too.
I am glad that you feel our suggestions
were not too far off from your ideas.
I do not know what your last thought
previously, but I think Boston University
would be an excellent field to

thoroughly investigate. It seems to
me that what it has to offer will much
more nearly meet the need of Nurses,
and that of course is the objective.
I'm honest, of course, want a very clear
understanding of where the responsibility
rests, but one must love that no matter
where one makes affiliation.

Of course if Harvard were possible that
would be the choice but their whole
attitude to Nursing, and to Women in
particular, in they feel the same about
Medicine, is hard to break down.

I've love a good school, and we learn
fine things about it on every hand -
Some time I want to spend a few days
there to discuss ^{or have a paper} your program of the
times but me

Affectionately

Em D -

This is
interesting
as

AUG 25 1944

WELLESLEY COLLEGE
WELLESLEY, MASSACHUSETTS

DEPARTMENT OF PHILOSOPHY

Aug. 24th, 1944.

My dear Miss Johnson, —

We held the first meeting of the Nursing Committee here yesterday; and we are planning another for next Tuesday. We expect to announce at the first faculty meeting of the year, on August 31st, that the question of a joint school is to come up for consideration.

No vote of any sort on the matter will be asked for at this meeting; but we are planning to secure a general preliminary expression of opinion concerning the whole project by letter some ten days after the meeting.

I'm writing now so that you may know what our plans are. And I will, of course, keep you posted on what happens. On the whole, the members of the committee seem to be in favor of the project if

plans for organization, curriculum,
and financing can be worked out
satisfactorily. But how faculty
members in general will react I
cannot, of course, foretell.

Sincerely yours,
Mary L. Coolidge

July 13th

M. I. T.

Monday
July

Science Requirements - Entrance - Math.
Recess: English on Science
on recess - Algebra

Curriculum

General Studies - English - History -
Languages: Doctor of Philosophy.

Math: in administration - management of
paper.

Value of Word ~~English~~ Practice

Set Up.

Contract - Appointments -

Committee: 5 year Project - Page 27 - 3 + 2 M.I.T.
Showing Costs - Terms - Payments.

Social + Recreational

No. of students = % in this field - No. ad.
600

Year: count M. I. T. + M. G. H. -

Probability:
Recommending

Effie Taylor & Meloy -
Curren -

Dr. Schult

Information of person
person

? small class - 10 - 15 - 25

① Some classes - Separate classes -
Level of instruction -

Need = High cultural level -

Not large diff. level art -

Plan to give some -

Deliberate some - Humanities -
Preparatory

Is training - scientific body needs of
many

What future of M.I.T. 5 yr. grad.

Management - Schell -

If great interest science have other
interest - Deep in science spirit
for more minutes

Min. keeper

B.D. Howard -

And science is limited -

Supplied

MARY L. COOLIDGE
52 SHEPARD HOUSE
WELLESLEY, MASSACHUSETTS

July 10th, '44

My dear Miss Johnson, —

Since I was coming in your direction I decided to leave for you a copy of the Wellesley College Legislation — which is not up to date — and of an Appendix — which is. It is the latter in which you will I think be interested.

A college, of course, expects to put a large share of its income into salaries for instructors. And it is the money coming in for this purpose — (from endowments and student fees — that "backs up" promises of tenure. One of the problems that has been exercising my mind is what would "back up" similar promises if made to nurse

instructors teaching at the M. G. H.
Not Wellesley College, I understand.
If the proposed school, would
it need to raise capital funds
for the purpose? Or would the
M. G. H. itself assume this respon-
sibility?

Initially this responsibility
might not be large. But it
would grow — in any case as
instructors became older, and more
rapidly if the school grew.

I don't doubt you have
been thinking over this problem,
and I have thought this material
might be of interest in its
bearing upon it.

Sincerely yours,
Mary L. Cochidge

W.C

A

Liberal Arts + Cultural
Campus - Sororities
Traditional customs -
Strict Relations - Mens College

Place of alumnae

Prestige of

Perhaps only few
interested

For publicity program
to women -

Fine Dormitories

Thought might be
interested in contribute
to community -

Isabel Stewart says -

Very proud to go to Liberal Arts
College -

L.

Location of } ^{Quinn}
Difficulties connecting } from here.
Liberal Arts philosophy
With only small
groups - etc.

Perhaps only few
interested -

Probably more set
in plan +
thinking -

Have plenty of appli-
cants.

NO ^{B^s}
Not so
clearance

W.C.
Does not give B.S.

Miss Calver - Philosophy
E. Jones - Biology
H. Jones - Chemistry
H. Waterhouse - Zoology

Note

- ① Family not enthusiastic
- ② Number limited 10⁻¹⁵ Limit 400
Reason = wished to have 3-4 yrs -
do more for & with Jr. & Sr.
- ③ Not family standing to our stop -
Ph.D. - for head of department &
on the way.

- ④ They wish to run then 3 yrs -
Have no run over 2

No interest in joint committee
No advice under charge

Check = by students on our level of
working - on interesting aspects
of them.

- ⑤ First plan of 10 yrs.

- ⑥ Locked of B.S. in money.

Massachusetts General Hospital

Boston

NATHANIEL W. FAXON, M.D.

DIRECTOR

SCHOOL OF NURSING

SALLY JOHNSON R. N. PRINCIPAL

Curriculum - ± 6
could 5 yr change to } Science
5th year = 3 courses = major. } Public Health
Education -

Science 2 Zoology - 1 chem.

Senior Science - 3

Leaving 1 for free education
or election

Min. College - Wed. P. M. July 5-28

In 13 divisions provide young-
ter relationships - not response
lets - place of staff in net
of - activity! Salaries - hours
of teaching - no. in class -
Alder family do not ^{always} protest
some of young - do not -

Conference Wednesday Evening
June 28-1944 W.C.

Min. Messing - Mrs. Jackson - Mrs. Thomas
Min. Pence - Min. West -
Jenoff - Pence - Johnson.

Notes: Dinner certain areas and
Lecture of W. Holy College - H. L. T.

Discussion = I equally welcome
it may be that we would more
early get into M. I. T. problem.
M. I. T. arrangements need for
now stronger for it must be.

WELLESLEY CONFERENCE - June 26, 1944

President McAfee, Miss Elizabeth Jones, Miss Coolidge
Miss Johnson, Miss Sleeper, Miss Perkins, Miss Kempf

Main thing to be discussed is how the plan will work out.

Miss Coolidge asked, Would Wellesley and M.G.H. have separate admission plans?

Was told there would be a joint committee representing both institutions.

Students coming in would meet both their requirements and ours - theirs first and ours second.

Wellesley would require from nursing students same standards they do of other students. Students wouldn't get degree if they didn't meet all requirements.

Miss Coolidge stated that offhand impression of faculty won't be favorable.

Miss Coolidge asked, Would number be limited? Wellesley would like to hold the number down to 15 or 20 a year. Would like to have tentative plan at first.

Reason for limited number: They would lose students at end of second year - just when they are beginning to be interesting to teach. Lose one year of teaching of advanced students.

Faculty will be more willing to do the thing if plan can be a trial one at first. It will be 10 years before the plan can be checked up on. Five years before first students are through - need 5 years more working period.

(At Reserve there was 5-year trial period before plan was made permanent.)

Wellesley thinks there will be pressure from students who take their nurses training somewhere else. They already have some students who go into nursing.

What if girl decided she would rather go to Peter Bent, St. Luke's, etc.?

If girl is to get Wellesley degree she should have to go to M.G.H. We want an affiliation with an academic institution. Today we don't have college people in the school because other collegiate schools take them.

Students who come in on degree program should not be put in same class program with 3 year people. If 15 or 20 people were to be spread between several schools of nursing you couldn't give special courses - would be economically impossible.

There is no interchange between schools of nursing because of difference in standards. However, we would consider giving credit to girl who went to school which had same standards as ours.

Wellesley has one group which starts with the idea of nursing - they would come here - another group becomes interested in nursing, wishes to go to New York and still wishes a Wellesley degree.

Plan of 5th year with Wellesley. 6 hours elective last year.

Miss Coolidge brought out the point that freshmen and sophomores really don't know what they want to do - they are given a well rounded program so that they can find out what they are interested in. No English, language, art, music, in our program.

Wellesley work is spread out - not so well organized for nursing program.
In Chemistry course at Simmons content covered in one year takes two years at
~~Simmons~~ Wellesley.

M.G.H. specifies that student is expected to take Chemistry in high school. 3 courses to cover both Zoology and Chemistry go into first two years.

Can it be reduced to as little as that?

Couldn't M.G.H. give them some of that science during their 26 months here?

Girl needs the science for nursing.

We are now crowding into 26 months what we usually do in 36 months.

Wellesley and M.G.H. each give a rich course in own opinion. M.G.H. has wealth in nursing - Wellesley in humanities.

People who take combined course are the ones who will go on to get masters degrees, etc. They are potential teachers. Are they to have as broad a foundation in their basic sciences?

Miss Jones thinks students better trained in science at end of Wellesley course than at end of Simmons course.

Student would have to get B.S. degree from Wellesley - B.S. in Nursing. Concentration would be nursing. Masters degree would have to be in education or public health nursing - not M.S. - background not strong enough for that. If 5th year were strong in science they can go on and get M.S.

Seniors at Wellesley are required to take only four courses. Student might take three courses which would make up a major - perhaps 2 zoology and 1 chemistry - advanced courses. There would be a chance for students interested in social sciences to do the same thing around sociology or psychology. Fourth course senior year would be free elective. No education in that plan. Person would have minimum requirements for advanced study in science leading to M.S.

Wellesley gives B.A. degree with majors in science - 24 hour major is minimum - 4 year courses in one field - so many courses in a related field - might have joint major in Zoology and Chemistry.

If nursing came in what place would it take in the college? M.G.H. does not want it to go where it will be always a step-child.

Would nurses instruct anywhere but in the hospital? What staff would be needed on the campus?

A nurse should head up the department as others head up other departments. On campus would have contact with the group which knew it was interested in nursing. Chairman of department of nursing would help with the guidance of the students. Would be acquainted with the course content so she would have some idea what we would have to pick up after she got here. Problem solving group on sciences. Relating science of Wellesley to nursing. That person would have to catch W. spirit and bring it in here.

Nursing wouldn't have much to bring to Wellesley - value would be to us. Universities are very different. They have departments which are entities.

Nursing students would not live on campus as an entity.

6/26/44

We need strong academic guidance and help to help us improve our school as a whole.
Need to be represented in policy making body.

College has curriculum committee to which recommendations go. If that committee approves recommendations are voted upon by the faculty. If academic authorities approve but there is a lack of funds, matter is presented to trustees.

The college which does agree to collaborate with us must be one which wishes to do something for the community by improving the care which is given to the sick. Incidentally the nursing profession as a whole will be improved. We need an academic institution to hold us to our standards.

Committee School and college would have to accept each other on faith. The students who go between the two institutions will act as a check-up. If students come here and find our teaching too easy, they will complain at Wellesley. If students find fault with Wellesley teaching we will hear about it.

There must be college recognition of M.G.H. faculty if plan is to be on a cooperative basis. School of Nursing can secure and hold better faculty if this is so.

Plan would work well if both wanted it to.

Wellesley has to ascertain whether plan can be worked out without undue expense in efficiency in the program they now have. Wellesley doesn't like the idea of shoving out 20 students who are interested in a liberal arts degree and replacing them with 20 students interested in nursing.

Plan would not go into effect before September 1945. Wellesley hopes to have discussion finished before Christmas.

Wellesley asked whether we would consider having anyone on our staff who is not a nurse. Were told yes - we had already appointed a Wellesley graduate.

Wellesley's instructors are Ph.D.'s. In order to get promotion they are supposed to do publishing.

Wellesley asks whether it is worth it for a nurse to struggle to get a Ph.D. Told if they needed Ph.D. degree they would get it. Nurses are an educational group. They wish to have a place in education.

Wellesley feels that we are equating things that can't be equated. Example - people teaching music at Wellesley are well recognized musicians - other academic professors teach the theory.

Wellesley asked whether we would expect the same personnel policies as other members of W. faculty have - pensions, tenure, etc. Were told yes - we can't share in the group making policies if rank is not equal.

6/26/44

Would have to be a joint committee to control project. Those committee recommendations would in general hold as control of plans of students in the group. If they want changes made that group would have to go back either to college or hospital. They can throw the project out if they don't like the way things are going. Two groups could cooperate with the committee which was in direct control.

Wellesley doesn't like plan because it has no direct control over nursing - they give a year of college credit for what students do here - they have to take us on faith. They can't check up directly on teaching done here. Students going through keep a continual check but this is indirect.

Who finds out whether science courses today are meeting the new needs?
Department meetings are held. If they wish change made it is brought up before curriculum committee. If it is radical, it may have to go in a recommendation from the curriculum committee to the faculty. They vote on it. It may never get to the faculty.

There must be person at Wellesley to make faculty understand the nursing program. They won't see it as part of college. We would be shut out if our only contact was at meetings.

Wellesley guidance setup: 6 or 7 deans, $3\frac{1}{2}$ physicians - all are involved in personnel and advising. To tie new school of nursing in with doctors, etc., would be difficult. Nurse would be one of many people. Counseling of individual students is done by individuals and groups. Each class has a dean. When faculty meets as a whole it discusses points relative to B.A. degree. They don't know anything about B.S. degree.

Wellesley doesn't think nursing fits into liberal arts college.
Each institution is on its own level. Can't bring faculty member to W. They think standards we use with our faculty would not be applicable and we shouldn't expect them to be. Would be applicable only with the people whom we would consider capable of teaching nursing sciences.

The people whom we want to have recognized are the people who are going to teach nursing.

Wellesley wouldn't be able to measure the faculty because they don't know enough about it. If they go by somebody else's say-so they are not satisfied. They have to take our faculty on faith.

*Spoke how find out -
How find about
from the after*

- What is the plan of organization within the College ?
- Would a department of nursing be possible in such an organization ?
- Would Wellesley appoint a nurse director of a department with a rank corresponding to other departments heads in the College ?
- What academic qualifications would be requisite for such a position ?
- Would the preparation of the Massachusetts General Hospital School of Nursing senior faculty meet the requirements for academic appointments ?
- How many hours credit for nursing courses could be given toward the degree ?
- Are 30 hours too many to expect ?
- Would more be possible ?
- How many are necessary for a "concentration?"
- Would a "concentration in nursing be possible ?"
- Will the College Faculty consent to modification of certain courses or to introduction of new courses to meet the needs of a "concentration" in nursing ?
- An example of a modified course might be combining Hygiene 301 and 313, making an Anatomy course which deals with all systems and gives 4 hours credit.
- An example of a new course might be a combined course in organic and biochemistry.
- According to present requirements, a student must have a prerequisite of 15 hours of general, quantitative and organic chemistry to take biochemistry.
- Such a requirement over balances the chemistry in relation to other sciences and makes necessary courses in social science impossible.
- We should like to include Education 207 and Psychology 207 in one of the first college years. Could this be done ?
- Will the number of students in the nursing program be limited ?
- How much will the program be allowed to grow ?
- We should like to think about an orientation week at the end of the first year.
- Conference or orientation to nursing plan during the first semester, 2nd year.
- A hospital orientation period during the 2nd semester of the 2nd year.
- Could a nurse follow Hygiene 120 with conference for prenursing students ?

*Michael Propand
W.C.*

THE REASON FOR THIS APPROACH TO WELLESLEY

X
The Officers and Faculty of the School of Nursing of the Massachusetts General Hospital have for some time felt the need of a collegiate affiliation. Because the need is in large part related to the personal development and preprofessional preparation of young women, it seemed logical that an approach be made to a women's college of high standing which already fulfills similar needs for other groups of young women.

THE NEED FOR A UNIVERSITY AFFILIATION FOR THE SCHOOL OF NURSING

The realization that the Massachusetts General Hospital School of Nursing could not continue on a sound educational basis without some direct guidance from an educational institution is of long standing. Most other hospital schools of nursing with comparable standards have already made the change. The New Haven School has become the Yale University School; the Presbyterian in New York is the Division of Nursing in the College of Physicians and Surgeons; the New York Hospital School of Nursing is now a school within Cornell University; Bellevue Hospital School of Nursing is now a division of New York University Medical School; Lakeside Hospital School in Cleveland has become an independent school in Western Reserve University; Johns Hopkins School of Nursing has a close relationship with the Johns Hopkins University and is studying the possibility of a closer affiliation.

Since its inception in 1873, until recently, the Massachusetts General Hospital School has maintained a place of leadership. It has provided teachers and administrators for schools of nursing in all states and in many countries abroad. It has given the basic education to many leaders in the field of public health nursing. Today the proportion of its graduates prepared for such positions is decreasing. Developments in general education, medical science, health education, and community services demand a nurse with a broader general and professional preparation than a hospital school of nursing can give without association with a frankly educational institution.

Reports from 1,008 Schools of Nursing in October, 1943 show an increase in the number of young women who enter nursing with some college preparation but also a trend for young women with some college preparation increasingly to enter schools of nursing with degree programs.

It is true that the superior student or the good student entering the Massachusetts General Hospital School of Nursing with advanced preparation may still progress to positions of leadership. But the student with two years of college wishes to enter a collegiate school of nursing where she can be assured an education comparable in opportunities for personal and professional growth to that offered to women in other professions.

It is true that the superior student or the good student entering the Massachusetts General Hospital School of Nursing with advanced preparation may still progress to positions of leadership. But the student with two years of college wishes to enter a collegiate school of nursing where she can be assured an education comparable in opportunities for personal and professional growth to that offered to women in other professions.

THE SUPPLY AND DEMAND FOR COLLEGE-TRAINED NURSES

There are about 1314 schools of nursing in the United States today, approximately 130 $\frac{1}{2}$ of which have some type of college or university relationship. In spite of this rapid development of degree program, there seems no probability of an over-supply of college-trained nurses. In 1941, only 6% or approximately 1500 of the 26,900 nurses being graduated were from well-established collegiate schools. The existing collegiate schools of nursing in New England, even when supplemented by those in eastern New York State, are inadequate to meet the demands for teaching, supervisory, or administrative positions. Simmons College first offered a 5-year degree program in 1917. The Yale University School which began with a 2-year college entrance requirement in 1923, was reorganized in 1935 to admit only college graduates and grant only the master's degree in nursing. During the past few years, Pembroke College, Bowdoin College, Colby College, and the Universities of Maine, New Hampshire, Connecticut, and Vermont have offered pre-nursing courses.

THE READINESS OF THE MASSACHUSETTS GENERAL HOSPITAL SCHOOL FOR UNIVERSITY AFFILIATION

The Clinical Field

A school of nursing differs from other professional schools in that the student secures a kind of internship while she receives her basic instruction. Unless the clinical preparation is broad and strong, the course can not be educationally sound regardless of the excellence of the pre-professional study. The Massachusetts General Hospital provides one of the outstanding practice fields for nursing in New England, superior to that provided for any of the existing collegiate schools.

The Faculty Preparation

The Massachusetts General Hospital School of Nursing has a nursing faculty capable of planning and teaching a curriculum for students with preparation beyond high school. In addition to instructors in medical science, it is privileged to have the services of women with rich backgrounds of preparation and experience in the related fields of social service and dietetics. Of the 431 students now taught in the School, 5% are college graduates and 25 $\frac{1}{2}$ % more have one or two years of college preparation. The School also receives affiliating students from the Simmons College School of Nursing for one year of instruction and clinical practice in medical and surgical nursing. All of these students have completed 2 $\frac{1}{2}$ years at Simmons College before beginning the affiliation.

The Curriculum

The curriculum now in operation is the result of constant study and revision. Graduates of the School may be licensed to practice in every State of the Union. Alumnae without previous college study are granted approximately 1 $\frac{1}{2}$ years advanced standing in colleges where a nursing major

is offered. Some of these colleges are Simmons College, Boston University School of Education, Teachers College in Columbia University, Western Reserve University and the University of Chicago. Although this allowance of college credit has enabled the School to attract many applicants with some college preparation, it does not make up for the inability to give a broad general program or to award a degree on completion of the course. The student in a collegiate school of nursing receives both a diploma in nursing and a degree at the end of the 5 years' study. The student with two years of college who enters the Massachusetts General Hospital School remains in the Nursing School for three years in order to secure her diploma. She will be required to add at least 1 year and perhaps more of college study to secure a degree. She thereby spends 6 or more years in the acquisition of her diploma and degree.

COLLEGIATE AFFILIATION FOR THE NURSING SCHOOL BENEFITS ALL OTHER PROFESSIONAL HEALTH WORKERS ASSOCIATED WITH THE SCHOOL OF NURSING.

The standards maintained by a school of nursing influence all other professional groups working or studying in the hospital. A school which admits only applicants with meager educational background will produce a graduate nursing service with limited ability to keep pace with associated professional groups of higher educational status. In the Massachusetts General Hospital, the dietetic, social service and medical groups are very dependent for good internship and good professional practice upon the standard set for the Nursing School and Nursing Service. Unless the Nursing School can continue to attract a goodly number of students of the right educational and personal calibre, the Hospital can not provide the best practice field or make its maximum contribution to the health of the community.

THE NEED FOR BOTH THREE-YEAR AND FIVE-YEAR COURSES

Because of the national and civilian needs to-day including the need of the Massachusetts General Hospital, it is impossible to consider any plan which would decrease the enrollment of the School of Nursing. The three-year diploma course which will supply most rapidly for hospital, civilian and army service, must be continued and in so far as possible the enrollment of this diploma course must be increased. The collegiate affiliation is sought as a means of attracting the group of students who can continue in teaching, supervision, and other positions of leadership. With the development in nursing schools under the pressure of the war, with the new developments which are constantly added in medical science and with the need for highly trained workers for post-war rehabilitation, the urgency of a collegiate affiliation is only the more strongly emphasized now. We can not conscientiously lay the project aside until the present national emergency has passed.

THE GENERAL ORGANIZATION PATTERN OF A COLLEGE-SCHOOL OF NURSING DEGREE PROGRAM

The plan is directed by a committee of representatives appointed by the College and School of Nursing.

A nurse, selected by the committee and appointed jointly by the College and School of Nursing, administers the program.

The teaching appointments in both college and clinical field are approved jointly. In order that instruction given in the clinical area may be credited toward the degree, clinical and nursing instructors are approved by the College and full time instructors are appointed to the College faculty.

The courses in both College and clinical field are approved by the College and the School of Nursing.

If no endowment exists to meet the total costs of the program, contractual arrangements are made under which the College budget covers the expenses of the College years, the School of Nursing budget covers the expenses of the clinical years.

ADMISSION AND GRADUATION

All students must meet the academic and personal requirements of the College and the School of Nursing.

ESSENTIAL SCIENCES CURRENTLY TAUGHT IN THE COLLEGE YEARS OF A COLLEGIATE NURSING PROGRAM

- Anatomy
- Physiology
- Chemistry, inorganic, organic, physiological
- Bacteriology
- Sociology
- Psychology

OFFICE OF THE PRESIDENT
WELLESLEY COLLEGE
WELLESLEY⁸¹ MASSACHUSETTS

MAY 26 1944

May 25, 1944

Miss Sally Johnson
School of Nursing
Massachusetts General Hospital
Boston, Massachusetts

Dear Miss Johnson:

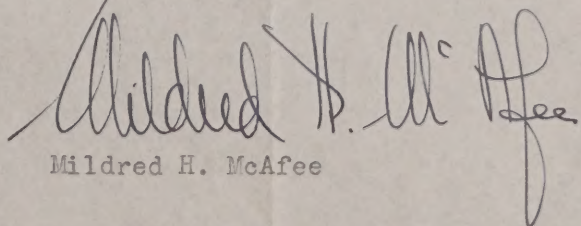
At its recent meeting, the Board of Trustees of Wellesley College agreed that it is desirable to confer further on the possibility of affiliation between the College and the School of Nursing of the Massachusetts General Hospital.

We propose to establish a committee of the faculty and administration of Wellesley College to confer with representatives of your School of Nursing to evaluate the courses which are now given in the School for which college credit would be given under the proposed plan. In view of the fact that the College is now closed for the summer, there may be difficulty in making the kind of thorough-going study which we should all want to make, but it occurs to me that it would be valuable for us to have at your earliest convenience the syllabi of the courses which are offered in the two years of hospital training. We should also like to have a somewhat more detailed statement of the program which you would like to see required of your students in the three college years.

It would be simpler for us to defer detailed conferences until fall. I quite understand that you are eager to have a final answer from the College and there may be preliminary questions which you would like to have discussed before our full committee can be convened. I plan to be back at the College for the last week in June and the first of July, and should be glad to arrange a meeting at that time if it would meet your convenience. In preparation for any such preliminary discussion, we should be glad to have a statement of the academic background of the instructors in your courses on the basis of which we can consider whether or not a college with this liberal arts tradition would think it wise to accept the credits toward a Wellesley degree.

I think it fair to say for the trustees that it is genuinely our hope that some arrangement can be worked out to effect the proposed affiliation.

Very cordially yours,


Mildred H. McAfee

Copy to
Dean Whiting

MAY 2 1944

OFFICE OF THE PRESIDENT
WELLESLEY COLLEGE
WELLESLEY, MASSACHUSETTS

MAY 23, 1944

Miss Sally Johnson
School of Nursing
Massachusetts General Hospital
Boston, Massachusetts

Dear Miss Johnson:

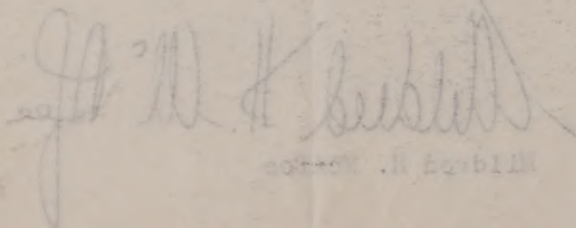
At the recent meeting, the Board of Trustees of Wellesley College agreed that it is desirable to consider further on the possibility of affiliation between the College and the School of Nursing of the Massachusetts General Hospital.

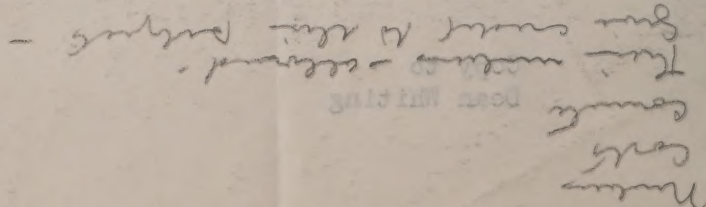
We propose to establish a committee of the Faculty and administration of Wellesley College to confer with representatives of your School of Nursing to evaluate the courses which are now given in the School for which college credit would be given under the proposed plan. In view of the fact that the College is now closed for the summer, there may be difficulty in making the kind of thorough-going study which we should all want to make. But it seems to me that it would be valuable for us to have at least a brief conference with the School of Nursing which was closed in the two years of hospital training. We should also like to have a somewhat more detailed statement of the program which you would like to see re-vised of your students in the three college years.

It would be simpler for us to defer detailed conferences until fall. I quite understand that you are eager to have a final answer from the College and there may be preliminary questions which we would like to have discussed before our full committee can be convened. I plan to be back at the College for the first week in June and the first of July and should be glad to arrange a meeting at that time if it would meet your convenience. In preparation for any such preliminary discussion, we should be glad to have a statement of the members of the Board of Trustees in your address on the basis of which we can consider whether or not a college with this liberal arts tradition would think it wise to accept the credits toward a Wellesley degree.

I think it fair to say for the trustees that it is genuinely our hope that some arrangement can be worked out to effect the proposed affiliation.

Very cordially yours,


Mildred H. Johnson


Sally Johnson
This meeting - second
Sally Johnson
Cory
Mason

May 27, 1944

Miss Mildred McAfee
President, Wellesley College
Wellesley, Massachusetts

Dear Miss McAfee:

We very much appreciate your letter which came to us yesterday morning and are glad to know that you are sufficiently interested in the possibility of an affiliation to discuss it further. I am replying to your letter promptly and perhaps somewhat inadequately, for I am leaving for Buffalo to attend board and committee meetings of our national nursing associations. Miss Sleeper, my assistant, leaves on Friday, the 2nd, and we shall not be back in our offices until the 9th or 10th of June.

During the week of June 12 we shall send certain pertinent material to your office. The outlines are of the courses as they are now given. It is our hope to set up special courses for the five-year students in order that this group may be taught on a higher level than the three-year group. This is one of the major problems which we must somehow solve. At the present time we have 12 five-year students from Simmons College, but they do not enter at the same time as the new group would probably enter. Many of these difficulties seem insurmountable, but we have solved many others which were equally difficult. I am mailing a second circular which gives the academic background and experience of nearly all of our faculty and instructors. You will be interested to know that we are now in correspondence with one of the Wellesley College graduates, Miss Dorothy Johnson, relative to the position of senior science instructor.

You are quite correct when you say that time is an important element. But it is even more important that the right affiliation is established. We discussed the various affiliation possibilities with Miss Whiting, one of them that of Massachusetts Institute of Technology, but at present we know nothing of what their reaction might be.

I very much hope that it will be possible for us to have a conference during the last week in June prior to Friday. This is because one of my assistants, Miss Kempf, will leave the latter part of that week to teach in the summer school. Miss Kempf is the person responsible for the various outlines and can answer many of the questions better than Miss Sleeper and I. I do think that the conference would be more helpful to all of us if it could be held here at the

Miss Mildred McAfee

- 2 -

May 27, 1944

hospital where our materials would be available for reference. Perhaps it would be well for me to talk with your secretary sometime during the week of June 19 relative to a definite appointment. If your secretary wishes to call me relative to an appointment prior to that time, I shall be glad to have her do so.

Sincerely yours,

SJ:FC

Sally Johnson, R. N.
Principal

